



Public Works Director

DEPARTMENT:	Public Works	SUPERVISOR:	City Manager
CLASSIFICATION:	Exempt	PAYROLL:	Grade 150 or 160 DOQ

POSITION SUMMARY: The Public Works Director is a senior leadership role responsible for planning, organizing, and implementing public works projects and services within the community. This position encompasses managing infrastructure projects, maintenance operations, and various programs, including streets, water, wastewater, stormwater, parks, and public amenities. The Public Works Director ensures safe, reliable, and efficient public facilities and services while maintaining compliance with local, state, and federal regulations. The Public Works Director must be an excellent leader, communicator and collaborator.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- **Strategic Leadership and Planning**
 - Provide strategic direction and leadership for the Public Works Department by developing and maintaining policies, processes, procedures, plans (e.g., Master Plans, Facility Plans, Asset Management Plans), and performance measures to ensure effective service delivery and infrastructure sustainability.
 - Promote innovation to enhance efficiency and environmental stewardship.
 - Foster a culture of safety, teamwork, and continuous improvement within the department.
- **Budgeting and Financial Management**
 - Prepare and manage the department's operating and capital budgets, ensuring alignment with community needs and long-term infrastructure goals.
 - Secure grants, funding, and partnerships from state, federal, and private sources to support public works initiatives.
 - Monitor financial performance, implement cost-saving measures, and maximize the department's resources.
- **Operations and Project Management** with the goal to maximize infrastructure availability, lifespan, utilization; minimize whole life cost, service disruptions/operational risk; optimize quality, quantity of product, and decision making; and eliminate waste and accidents:
 - Oversee daily operations for water, wastewater, stormwater, streets, parks, and facilities, ensuring reliability and quality.

- Plan, design, and manage capital improvement projects, ensuring they are completed on time, within budget, and meeting community standards.
- Develop and monitor preventive maintenance programs to extend the lifespan of infrastructure assets.
- Coordinate, in partnership with the Police Department, emergency response efforts during natural disasters, equipment failures, or infrastructure damage.
- **Regulatory Compliance and Risk Management**
 - Have a solid foundation and understanding of applicable regulations and ensure all public works activities comply with local, state, and federal laws.
 - Maintain workplace safety for staff and ensure public safety in infrastructure projects.
 - Develop and implement emergency preparedness plans for infrastructure-related disasters or failures.
- **Staff Leadership and Development**
 - Lead and support department heads, engineers, technicians, and administrative personnel, ensuring effective workforce planning and resource allocation.
 - Promote professional development through training programs, certifications, mentorship opportunities, and access to industry conferences.
 - Foster a collaborative and inclusive work environment to enhance team performance and morale.
- **Community Engagement and Communication**
 - Serve as a liaison between the Public Works Department, local government, community members, and other stakeholders.
 - Communicate plans, projects, and updates through public meetings, reports, and media outreach to maintain transparency.
 - Effectively address citizen concerns and provide timely solutions to issues related to public works services.
- **Coordination with Other Agencies**
 - Collaborate with other government departments, such as planning, finance, and emergency management, to ensure cohesive service delivery.
 - Partners with state and federal agencies, utilities, contractors, and consultants on infrastructure projects and funding opportunities.
- **Core Competencies**
 - Technical expertise in engineering, construction, and maintenance principles.
 - Experience managing large and complex projects
 - Strong leadership and strategic planning abilities.
 - Excellent communication skills to foster collaboration, leadership and trust and for presenting technical information to diverse audiences.

- Problem-solving capabilities to address operational challenges and emergencies.
- Attends City Council, Parks Board and various other meetings, providing input and receiving direction or other information. Prepare reports, resolutions, and ordinances for Council information or action.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

The ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Bachelor’s degree in Civil Engineering, Public Administration, or a related field (Master’s degree preferred) or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Professional Engineer (PE) license preferred but not required.
- Minimum of 7 years of experience in public works, civil engineering, or a related field, including at least 3 years in a leadership/managerial role.
- Proven experience managing infrastructure projects, budgets, and teams.
- Comprehensive knowledge of local, state, and federal regulations affecting public works and environmental protection.
- Strong interpersonal, communication, and public relations skills.
- Ability to make high-stakes decisions and manage multiple projects simultaneously.
- Broad knowledge of public works functions, engineering, and public administration principles.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working environment.
- The noise level is typical of most office environments.

- Approximately 10% of the work period is at various field work site locations which may expose incumbent to dust, traffic, chemicals, weather conditions, etc.
- Occasional evening or weekend work required for emergencies or public meetings.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, calculator, and other similar office machines.

SUPERVISION

- Works under the general direction of the City Manager.
- Responsible for 14 FTE, seldom over 25 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Public Works Director

Date

City Manager

Date