

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Public Works Director
Department: Public Works

Range Number: 52
FLSA Status: Exempt
Supervisory
Non-Represented

Date: April 2020

GENERAL STATEMENT

Performs a variety of supervisory, administrative and technical work in the planning, construction, operation, repair, maintenance, and replacement of City infrastructure, facilities, and equipment, including street, water, wastewater, storm drainage, fleet, parks, facilities, and their associated systems.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over Public Works staff either directly or indirectly through one or more supervisors. Direct reports include: Operations Manager, Project Coordinator and Executive Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works Department.

Supervises non-represented employees and union represented staff and works with union representatives within the collective bargaining agreement. Supervisory responsibilities encompass training, assigning and reviewing work, evaluating performance, counseling, resolving grievances, effectively, recommending various personnel actions and administering disciplinary actions.

Manages the water/sewer SCADA, maintenance management system software installations and assists the City's Information Technology Administrator in the computer network administration for the Public Works Department.

Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including, street, water, wastewater, drainage, fleet, parks and facility maintenance.

Plans, schedules and implements construction, maintenance, and operation activities designed to provide quality, street, water, wastewater, drainage, fleet, parks, facility, and other infrastructure services for the City.

Coordinates maintenance activities of the City's infrastructure and utilities with other public and private service providers such as various city, county, state, parks communications, power, and transportation districts or agencies.

Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Oversees maintenance work to determine acceptability and conformance to standards. Performs site inspection of public works projects. grounds and facilities

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of maintenance operations.

Manages and monitors a variety of municipal infrastructure maintenance contracts through interagency agreements or other service providers.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of City streets, water distribution, wastewater collection, storm drainage, fleet, parks, facilities and other Department systems.

Analyzes long term and annual operating costs, prepares and documents budget requests. Projects the Public Works needs of the City for personnel, equipment and infrastructure. Administers adopted Public Works budget including the Capital Improvement Program.

Requisitions all needed supplies and materials needed for effective departmental operations.

Advises the City Administrator, and other City officials in matters relating to division activities; provides information to various civic, school and public groups and individuals regarding street, traffic and drainage problems and services.

Reviews private project development plans for compliance with codes, regulations, and standards, permits and compliance with approved plans.

Reviews public construction/replacement plans, working closely with consultants to ensure accuracy, project design completeness for meeting current and projected needs, and resolution of conflicts with existing utility and City infrastructure,

Oversees department project management for the construction of municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters, applicable standards, codes, regulations, and requirements for assigned projects.

Coordinates the reviews and updates the sanitary wastewater, water, storm drainage, and street system maps, GIS, as-built plan and video inspection data bases, and coordinates the daily use of the asset management software programs.

Responds to public or other inquiries and complaints relative to departmental policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations to the City Administrator.

Responds by vehicle and directs emergency operations of the Public Works Department which responds during significant weather or emergency events that impact the City's infrastructure and utilities.

Maintains regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services. Monitors inter-governmental actions affecting public works.

Recruits, selects, disciplines, and manages staff performing the duties of maintenance, construction and repair of the municipal infrastructure of the City; provides guidance, training, and performs employee evaluations.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring site work in progress; utilizes task appropriate personal protective equipment.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains a variety of records relating to personnel, equipment, supplies, and consumption.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school education or GED equivalent, supplemented by two years of post-secondary education in Engineering, Construction, Business or Public Administration, or a related field.

Ten (10) years of experience, two (2) years of which were supervisory in nature and included budgeting experience related to the construction, repair and maintenance of municipal infrastructure, specifically: water distribution, wastewater collection, street, storm drainage systems, fleet, parks, facilities and grounds maintenance as well as the operation of maintenance equipment used in the division.

Equivalent combination of education and experience may be considered.

Special Requirements:

Possession of, or the ability to obtain a valid state driver's license with a clean driving record by time of hire.

After (regular) hours work is often required as this position is considered a "First Response" essential personnel which is required to report to work for scheduled shifts.

Must successfully pass a criminal history background check and the record must be clear of any criminal convictions for crimes which would preclude the individual from performing the essential job duties and responsibilities. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

Knowledge, Skills & Abilities:

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in the construction, operation, and maintenance of public works infrastructure related to street, water, wastewater, storm drainage, fleet, parks, facility and their associated systems.
- Thorough knowledge of City, State and Federal laws pertaining to the area of responsibility.
- Thorough knowledge of fiscal management, including departmental budget preparation, expenditure control and recordkeeping, and grant writing.
- Working knowledge of management and supervisory practices and principles.
- Working knowledge of the operations of the subordinate functions of public works maintenance.
- Working knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect public works programs.
- Skill to effectively supervise and motivate departmental staff to meet the City mission and department goals.
- Excellent written and oral communication skills.
- Skill in the operation and maintenance of various equipment used in infrastructure maintenance and repair.
- Skilled in computer operation namely proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft and/or CAD applications.
- Ability to analyze and evaluate division operations and develop and implement plans to increase or improve departmental efficiency, to develop goals and manage long range planning for the division.
- Ability to organize and supervise the activities of crews performing maintenance work.
- Ability to develop and oversee a departmental budget.
- Ability to manage multiple projects often within tight timeframes.
- Ability to determine priorities and make critical decisions.
- Ability to work with various interest groups; define, evaluate, recommend and implement alternative solutions to complex problems.
- Ability to provide public testimony, give effective presentations, and facilitate meetings.
- Ability to conduct necessary research and compile comprehensive reports.
- Ability to work as a team member and to cultivate a team climate, manage and evaluate the work of division staff.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, outside agencies and the general public.
- Ability to represent the City in regional activities related to Public Works.

- Ability to work safely and to wear personal protective equipment applicable to intended field tasks.
- Ability to safely operate City vehicles and rolling stock equipment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, video inspection systems, street roller, backhoe, man lift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, trencher, detection devices, common hand and power tools, shovels, wrenches. Personal protective equipment. Personal computer and standard office equipment and communication devices.

PHYSICAL DEMANDS

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 will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; operate City vehicles and equipment. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Employee is required to wear task appropriate personal protective equipment and to safely operate City vehicles and equipment.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: July 2019, April 2022.