

City of Jonesboro Job Description

Job Title: Public Works Director
Department: Public Works
Reports To: Mayor
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: March 8, 2002
Approved By:
Approved Date:

SUMMARY: This exempt senior manager performs responsible administrative and professional engineering work relative to various public works projects; manages and coordinates direction for Engineering, MATA, and Street Departments. The Director of Public Works works under the general supervision of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans and evaluates engineering and construction projects and programs as well as establishing program objectives and costs.

Makes responsible professional engineering studies and investigations for streets, drainage and other public works projects.

Makes recommendations regarding the most appropriate and efficient capital allocations and the use of City funds to maintain and update infrastructure.

Confers with and advises field survey parties and construction inspectors on technical problems connected with their work.

Provides the City Council, MAPC, media, concerned citizen groups and other city staff, reports and information pertaining to planned projects and current work in progress.

Ensures the Public Works Department complies with the laws and regulations established by applicable city, state and federal regulatory bodies.

Directs the activity of the Department's personnel in a manner that maintains a high level of morale, safety, efficiency and productivity in each division.

Responsible for the preparation of the operating and capital improvements budget for the department.

Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises the activities of the respective Department Directors in the Public Works Department. Exercises close to general supervision and/or general guidance and direction to employees of the Engineering, MATA and Street Departments, either directly or through subordinate managers. Carries out supervisory

responsibilities in accordance with the City's policies and applicable laws.

QUALIFICATIONS 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A degree in Civil Engineering with registration as a Professional Engineer (PE) or a related discipline with extensive experience in developing and managing public works capital projects and public works administration in progressively more responsible positions.

LANGUAGE SKILLS: Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to a prescribed style and format. Ability to communicate effectively with the City Council, advisory boards, the public in general, other city departments and regulatory bodies.

MATHEMATICAL SKILLS: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Registered as a Professional Engineer and be eligible to obtain registration in the state of Arkansas. Must possess a valid Arkansas driver's license.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.