

JOB TITLE: Director of Public Works

PW/1

DEPARTMENT: Public Works

JOB SUMMARY: This position is responsible for supervising the Planning, Engineering, Inspections, Sanitation and Street Departments to ensure coordination of projects and services.

MAJOR DUTIES:

- Develops and implements goals and objectives through both short and long term planning, budgeting, establishing policies and procedures for meeting city planning, building, street and sanitation needs of the city.
- Supervises and assigns duties to reporting departments; prioritizes, schedules and monitors progress of scheduled projects by reviewing reports and visiting project sites.
- Consults with and advises Mayor, City Council and other department heads regarding public works issues.
- Communicates City Council and Mayor directives to reporting departments.
- Develops and implements administrative policies and procedures; reviews and modifies procedures as necessary.
- Prepares the annual Directorate budget; monitors expenditures under the current budget.
- Trains and cross-trains staff in administrative and field operations.
- Prepares agenda items and related materials for City Council meetings, public hearings, and work sessions; attends City Council, board, and commission meetings as necessary.
- Receives and responds to citizen complaints and requests for information regarding Public Works operations and projects.
- Assists in preparing bid packages, specifications and related documents for planned projects.
- Oversees planning and design of road, drainage, and other land development projects.
- Monitors the work of consultants and outside contractors.

- Reviews and consults with engineering staff on plans prepared for the City and follows opinion of the Chief City Engineer.
- Develops and maintains professional relationships with federal, state, and other local government officials, organizations, and special interest groups.
- Recommends new procedures and methods for improving the efficiency of existing programs.
- Confers with engineering staff, affected city departments, and outside agencies regarding long range and special projects involving streets, sanitation, inspection and planning.
- Responds to requests for information from the City Council, Mayor, other department heads, and the general public.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of city and department policies and procedures.
- Knowledge of the basic principles and theories of civil engineering, including hydrology, hydraulic water collection and distribution, land development, and erosion and sediment control.
- Knowledge of roadway and subdivision design and construction.
- Knowledge of nationally accepted standards for land development regulations.
- Knowledge of applicable laws and regulations.
- Knowledge of local codes and ordinances.
- Knowledge of the principles and theories of land surveying.
- Knowledge of accounting practices.
- Knowledge of methods and techniques used in the construction cost estimation of public works projects.
- Skill in administering contracts for public works projects.
- Skill in planning, organizing, and prioritizing work.

- Skill in performing mathematical computations.
- Skill in the use of a computer.
- Skill in supervision.
- Skill in oral and written communication.
- Ability to read and interpret maps, engineering drawings and reports.
- Ability to manage multiple projects simultaneously.
- Ability to develop long range plans for Public Works projects and programs.

SUPERVISORY CONTROLS: The Mayor assigns work in terms of direct goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include relevant state laws, city codes and ordinances, city and department policies and procedures, professional trade publications, and accepted surveying and engineering practices. These guidelines require judgment, selection, and interpretation in application. This position develops directorate guidelines.

COMPLEXITY: The work consists of varied administrative and general engineering duties. The need to interpret and apply basic engineering principles and requirements for a wide range of topics and problems contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this assignment is to coordinate and manage the progress of a variety of public works projects.

PERSONAL CONTACTS: Contacts are typically through co-workers, other city employees, other local government officials, outside engineers, surveyors, architects, consultants, contractors, vendors and suppliers, state and federal agency personnel, elected officials, utility personnel civic representatives, university officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed in an office and at field sites. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and at field sites where the employee may be exposed to inclement weather, dirt, dust, and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over the department heads of Engineering, Planning, Inspections, Sanitation and Streets.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the departments and directorate in order to direct and coordinate work within the departments supervised and directorate usually interpreted to require three to five years of related management experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated.