

## **PUBLIC WORKS DIRECTOR**

**GENERAL STATEMENT OF DUTIES:** Serves as a member of the municipal management team, with specific responsibility for directing and coordinating public works activities, including solid waste collection and disposal, street and drainage construction and maintenance, building and grounds maintenance, roadside maintenance and equipment maintenance, and with general responsibility for assuring the effective and efficient delivery of municipal public works services commensurate with the overall organizational objectives and priorities; and other appropriate duties as assigned by or through the City Manager.

**DISTINGUISHING FEATURES OF THE CLASS:** This is important and responsible administrative and supervisory work involving the use of mature judgment, planning abilities and organizational skills in directing and coordinating all public works activities. The employee reports to the City Manager or his/her designee on problems of overall policy and planning and receives general instructions as to priorities, programs and acceptable performance levels; the employee functions with a high degree of independence, requiring the exercise of initiative, mature judgment and extensive public and employee relations skills.

**EXAMPLES OF WORK\*:** (Illustrative Only)

- Plans, organizes, directs and coordinates all public works activities;
- Confers with the City Manager regarding priorities, policies, programs and acceptable performance levels with respect to the public works function as it relates to overall organizational objectives;
- Attends regular staff meetings with the City Manager and other management team members in an effort to maximize interaction and communication in the process of formulating and carrying out overall organizational objectives as well as daily public works operations;
- Supervises and evaluates the performance of Service Supervisors and their evaluations of subordinate employees;
- Oversees and manages the City Engineer consultant services contract;
- Prepares and submits to the City Manager an annual budget for all public works activities;
- Assists in and oversees the purchase of equipment, tools, materials and supplies;
- Initiates actions to improve departmental operations, employee performance and morale and work methods;
- Receives and investigates a variety of public service requests from citizens and the City Manager and his/her designee(s), initiating appropriate corrective measures;
- Keeps routine records and makes periodic reports on department activities;
- Assists Service Supervisors with scheduling and field inspections.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES\*:** Thorough knowledge of methods, materials, equipment and techniques of municipal public works administration and operations; sound administrative skills and abilities; good public relations skills, true leadership abilities and mature judgment; ability to read and understand construction

drawings, engineering plans and blue prints; knowledge of contract management procedures; ability to plan, organize and supervise the work of others; good employee relations skills; good physical condition and neat appearance.

**ACCEPTABLE EXPERIENCE AND EDUCATION\*:** Extensive experience in public works construction and maintenance activities, several years of which have been in a supervisory capacity; completion of a Bachelor or Masters degree in civil engineering, administration or other appropriate field; registration as a Professional Engineer in the State of Ohio or the ability to obtain P.E. registration within six months; or any equivalent combination of experience, education and training which provides the required knowledge, skills and abilities. Experience as a City Engineer is preferred.

**ADDITIONAL REQUIREMENTS:** Possession of a valid motor vehicle operator's license issued by the State of Ohio.

\*Subject to final Council update