

CITY OF LEAVENWORTH

TITLE: PUBLIC WORKS DIRECTOR
RANGE: \$9,304 to \$11,309 per month

FLSA STATUS: EXEMPT
UNIT: UNREPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

The fundamental reason this classification exists is to organize, direct, and coordinate the activities of the Public Works Department; to oversee water distribution and treatment; to oversee wastewater collection and treatment; to oversee the procurement, management, and maintenance of the City's fleet of equipment, construction, maintenance, and operation of City-owned facilities and related electrical and mechanical systems; to administer departmental service contracts including solid waste collection and Citywide custodial service contracts; to foster cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; and to provide highly responsible and complex professional assistance to the City Administrator in areas of expertise.

Scope of Responsibility:

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class assists the City Administrator in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

Supervision Received/Given:

Receives general direction from assigned supervisory or management personnel.
Exercises direct or general supervision over professional, technical, and/or administrative staff.

Essential Functions:

- Assumes full management responsibility for all Public Works Department programs, services, and activities, divisions/functional areas.
- Develops, directs, and coordinates the implementation of goals, objectives, policies,

procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies.
- Directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations.
- Works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department.
- Determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award.
- Coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Confers with and advises division managers and functional leads on problems relating to the activities of their division.
- Develops general policies, in consultation with division managers and functional leads, for maximum utilization of available financial resources through appropriate allocations of resources and equipment services.
- Meets with vendors, contractors, and consultants regarding departmental activities.
- Prepares budget estimates for the department.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Contracting and project management skills and engineering practices, and state laws/codes for professional and construction services.
- Automotive and construction equipment usage, maintenance, and related equipment.
- Electrical systems.
- Materials, methods, and techniques utilized in construction and maintenance activities of the department.
- Principles and practices of public administration.
- Refuse collection, disposal, and recycling.
- Water treatment and distribution.
- Wastewater treatment and collection.
- Principles and practices of budget preparation and administration.
- Privatization and contracting methods and techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Provide administrative and professional leadership and direction for the division and the City.
- Organize, direct, and coordinate the activities of multiple divisions.
- Develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Participate on evaluation panels, work committees, and selection panels to hire employees, contractors, and implement municipal services.
- Work cooperatively with others.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory

organizations.

- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Successful completion of a pre-employment background check is required.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in civil engineering, construction management, public administration, or related field and five (5) years of increasingly responsible management or executive-level experience.

Working Conditions:

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. Work is performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines and in high-stress situations to respond to challenging emergency situations. The noise level in the work environment is usually moderate. Frequent attendance at meetings outside of work hours is required. Infrequent outdoor work is required, which includes driving a vehicle, uneven and unstable walking surfaces, trip hazards and inclement weather conditions.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment,

including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds

The City of Leavenworth is an equal opportunity employer.