

CITY OF ORTING

JOB DESCRIPTION

Job Title: Public Works Director

Department: Public Works

Reports To: City Administrator

Effective Date: 11/7/17

Monthly Salary: \$6,786.99 - \$8,347.15

Closing Date: 1/5/18

This is a full-time exempt position. The Public Works Director is normally expected to be present between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. He/she will be required to attend meetings after normal work hours including City Council meetings; the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The Public Works Director has the responsibility for planning organizing, directing, and coordinating activities of Public Works Department and participates in the routine maintenance, operation and construction of public works improvements for the City. The Public Works Director will submit annual budget estimates, review plans, evaluate, plan and direct the construction, operation and maintenance needs of the City in public works programs including water, wastewater, stormwater, streets, cemetery and parks.

General Function

The Public Works Director is responsible for scheduling, directing, coordinating, and evaluating any work necessary for the operation, maintenance and construction of the City's public works maintenance and improvements. An employees in this classification is responsible for the efficient and effective use of equipment, materials and personnel to complete maintenance and construction projects in a timely and cost-effective manner. Work is performed with considerable independence under the general direction of the City Administrator. The Public Works Director will evaluate work for quality and timeliness of completed projects through reports, observations and results obtained.

The person in this position will have the ability to operate the city water and wastewater systems.

Supervision Responsibilities

Supervision will be exercised over all functions and staff of the Public Works Department. Work involves assigning projects to subordinates, coordinating activities, ensuring that projects are completed as scheduled, establishing work priorities, and participating in field activities as needed for full coverage of city Public Works functions

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Plans, directs, inspects and exercises general supervision over the Public Works operations.
- Interact with contractors, utilities, public agencies, other city departments, city administration and citizens to ensure cooperation and coordination throughout the city
- Supervises the maintenance of all facilities, materials apparatus, equipment used by or designated to be under the control of the Public Works Dept
- Reviews the allocation of manpower and equipment
- Participates in the selection process of department personnel
- Evaluates the work of subordinates and completes performance evaluations. Makes recommendations for disciplinary actions to the City Administrator
- Prepares preliminary budget for the Public Works Dept. for the annual budgeting process by identifying personnel, equipment, tools and materials necessary for the thorough completion of operations and maintenance responsibilities for the year
- Trains crew in techniques for accomplishing tasks
- Resolve citizen complaints, including follow-up investigation and research regarding water, sewer, street, cemetery, and draining related problems
- Attends staff and other meetings as required
- May be required to return to the City during off-hours in case of emergency
- Assists in review of construction plans prior to construction
- Makes recommendations to management on new construction
- Reviews reports and inspections for the Cross Connection Control program
- Perform other duties as assigned.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to read and interpret engineering drawings and maps
- Plan, organize, direct, coordinate and evaluate the work of subordinates
- Operate all light and heavy equipment used by the City
- Ability to communicate orally and in writing
- Must be proficient with Microsoft Word and Excel.
- Establish and maintain effective working relations with subordinates, superiors, other managers, and department personnel and the public
- Gauge project progress and make adjustments to meet deadlines or adapt to changing conditions in the field

Working Conditions

Work is performed both indoors and outdoors. The Public Works Director may be exposed to many hazards. Among the hazards encountered are dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke. Hazardous areas are routinely encountered, including open pipeline ditches, confined spaces, heights, pressurized water mains, traffic, and specialized equipment.

Protective clothing is required for completion of some job requirements, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, and other specialized protective equipment.

Physical Requirements

The employee performing the duties of Public Works Director must be able to perform the bona fide occupational qualifications of the position with or without accommodation. If accommodation is required, the employee must specify how duties will be performed and what accommodation is required.

- Ability to stand or walk for long periods of time
- Traverse rough terrain

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- Work in inclement weather

Job requirements include a need to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Recruiting Requirements

- Valid Washington State driver's license
- Prefer a minimum of a Bachelor of Arts degree.
- Valid Washington State Department of Health Water Distribution Manager II Certification
- Valid Washington State Department of Ecology Wastewater Treatment Plant Operator Group II Certification
- Washington State Cross Connection Control Specialist Certification

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities. Previous supervisory experience in a public works environment is desired.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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