

CITY OF ORTING

JOB DESCRIPTION

Job Title: Public Works Director

Department: Public Works

Reports to: City Administrator

SUMMARY DESCRIPTION

The position of Public Works Director is a full-time, Federal Labor Standard Act -Civil Service exempt management position which reports to the Mayor and City Administrator. This position is appointed by the Mayor and confirmed by City Council. Employment is at will. The Public Works Director supervises a team of professional staff and consultants to implement City Council policies and goals. The individual serving in this position provides advice and counsel to the Mayor, City Administrator and department heads concerning fiscal, administrative, planning, and operation alternatives and options.

This is specialized work for a municipal government, which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of administrative and legislative policies, as well as the policies and ordinances of the City of Orting. The Public Works Director makes reports to, and as required by, the Mayor, the City Council, and the City Administrator. The Public Works Director also completes projects and accepts additional responsibilities as directed by the City Administrator.

The Public Works Director assists in supervising the activities of all subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to assign priorities, assign specific tasks, review work performed or produced by subordinate staff, direct work activities of subordinate staff.

The Public Works Director has frequent contact with the City's elected officials, with state, county and municipal government officials, and with consultants conducting business with the City. This individual has frequent occasion to work with the City's attorney to protect and benefit the well-being of the City and its residents. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Provide oversight and management of the city's Water, Wastewater, Stormwater, Sewer, Parks, Streets, Cemetery, maintenance activities and capital projects by directing, hiring, and training competent and skilled supervisors and managers.
2. Provide a preliminary budget proposal to the City Administrator each fiscal year.
3. Keep the City Administrator fully informed of the condition of the City, to include anticipated future needs.
4. Utilize financial and administrative expertise to perform analysis and provide special reports to the City Administrator and Mayor to facilitate decision-making.

5. Provide advice and guidance with respect to issues affecting the business or the well-being of the City in your assigned areas. Participate in related committee work or prepare reports and special projects to accomplish same.
6. Make recommendations to the City Administrator and Mayor on capital investments and replacements
7. Participate as a member of the City's bargaining committee in all labor negotiations related to subordinate employees.
8. Attend meetings of the City Council and such other meetings as may be suggested or required by the City Administrator.
9. Manages contract consultants including engineers.
10. Responsible for following city policies in hiring contractors, vendors and consultants.
11. Responsible for overseeing contractors working on city capital and maintenance projects.
12. Perform duties as assigned by the City Administrator.
13. Conduct the City's business with the public in areas of responsibility (i.e., answer questions, provide information, or by assigning outreach and follow up tasks to subordinate employees).
14. Participate in professional development.
15. Attend regional meetings related to transportation, stormwater, water, and wastewater.
16. Seeks funding sources and prepares and processes grant and furtherance of municipal planning goals.
17. Ability to plan and prepare grants and monitor resultant program activity.

QUALIFICATIONS

Knowledge of:

- Project Management
- Group dynamics
- Local government laws, functions and organization
- Management practices and techniques
- Accounting and financial practices and techniques
- Office practices and procedures

Ability to:

- Ability to read and interpret engineering drawings and maps.
- Ability to render decisions in accordance with all duly enacted laws, rules, regulations, ordinances and resolutions
- Ability to establish and maintain cordial and cooperative relations with elected officials, state and local officials, department heads, employees and the general public
- Ability to deal with a variety of diverse issues with innovation, integrity and honesty.
- Abilities or aptitudes to perform each duty proficiently.
- Ability to work with a variety of personalities in numerous and stressful situations.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

- Bachelor's degree in Engineering or Public Administration from an accredited institution.

Experience:

- Three (3) years of progressive management experience

- Five (5) years' experience in local government
- Experience in Public Works *preferred*
- Experience working with elected and appointed officials in a variety of situations
- Experience in writing and presenting information to the public and elected officials
- Strong leadership and communication skills and be able direct effective and amicable community relations.
- Strong oral and writing skills

License or Certification:

- Valid Washington State Driver's License
- Professional Engineer *preferred*

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is generally performed in an office setting. Occasional travel to construction sights and their associated risks will also be expected occasionally. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times

Physical: The employee performing the duties of the 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. The position may require sitting or standing for extended periods of time.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

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. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.