

CITY OF COLUMBIA FALLS
POSITION DESCRIPTION

Position Title: **Public Works Director**

Department: Public Works

Date: July 16, 2018

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including water, sewer, street, facilities, parks and other public works projects or programs.

SUPERVISION RECEIVED:

Reports to, receives direction from, and is accountable to the City Manager.

SUPERVISION EXERCISED

Exercises supervision over all public works department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Determines work procedures, prepares work schedules, and expedites workflow and examines work for exactness, neatness, and conformance to policies and procedures.

Develops policies and procedures for the Department in order to implement directives from the City Manager and to improve the efficiency of the Department.

Assures that departmental functions and services are performed within budget; performs cost control activities, monitors revenues and expenditures in Public Works-related budgets to assure sound fiscal control; prepares annual public works budget requests at the direction of the City Manager; assures effective and efficient use of budgeted funds, personnel, materials, equipment, facilities and time.

Prepares grant applications; administers grant funds.

Utilizes technology and manages equipment and assets to increase departmental efficiency, effectiveness, and readiness.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department. Assists in the training of city personnel in public works systems and techniques.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Oversees the development or update of the City's Comprehensive Sewer and Water Plans, Transportation Planning, the Public Works Capital Improvement Program, and other plans involving the municipal infrastructure.

Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Oversees project management for the construction of the municipal public works projects.

Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Coordinates the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding public works activities and services.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Public Works Department in a variety of local, county, state and other meetings.

Serves as a member of the City's senior management team.

Attends City Council meetings and management team staff meetings, unless excused by the City Manager.

Performs other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a four-year college or university with a degree in civil engineering, public administration or a closely related field; and
- B. Minimum of six years previous public works experience including at least two years utilities; or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of the principles and practices of modern municipal public works; thorough knowledge in all aspects of public works, policy development and implementation, staff training and development, grant writing, asset management, and inter-agency cooperation and relations.

(B) Considerable knowledge of public budgeting and fiscal control, ability to write and administer grants; working knowledge of the principles and practices of office management, work organization and supervision.

(C) Ability to plan, organize, coordinate and implement a comprehensive public works program; ability to train, supervise and evaluate subordinate personnel; ability to perform work requiring good physical conditioning; ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with elected and appointed officials, city manager, other department heads, employees, other agencies, and the public; ability to exercise sound judgement in evaluating situations and in making decisions.

(D) Must be technologically proficient and understand the various and appropriate potential uses of technology in providing efficient public works services.

(E) Ability to gain thorough knowledge of applicable laws, ordinances, department rules and regulations within six months of hiring.

(F) Skill in the use of the tools and equipment listed below.

SPECIAL REQUIREMENTS

Must possess, or be able to possess by time or hire, a valid State driver's License without record of suspension or revocation in any state.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The City of Columbia Falls does not discriminate on the basis of disability in its hiring or employment practices.

Equal Opportunity Employer.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: