



Director of Public Works

DEFINITION

Under general administrative direction, plan, direct, manage, and oversee the activities and operations of the Public Works Department including engineering, water distribution, wastewater treatment, sewer collection and maintenance, streets, drainage, fleet, solid waste, and select street lights; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED

Reports to the City Administrator.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Public Works Department services and activities including engineering, water distribution, wastewater treatment, sewer maintenance, streets, drainage, fleet, solid waste, and select street lights.

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Public Works Department to other City departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Public Works Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate department activities with those of other departments, outside agencies, and organizations.

Provide staff assistance to the City Administrator and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Public Works programs, policies, and procedures as appropriate.

Assist in selection of outside professional consultants for projects and oversee their work.

Review existing landfill and work with consultant on expansion.

Review capital projects needs; plan for annual capital projects to be done; coordinate capital project meetings with Community Development for surveying and mapping purposes; prepare plans and specifications and bid documents for capital projects; administer and monitor capital projects when under construction.

Evaluate the need for and develop plans and schedules for long-range public works maintenance programs; organize available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compile estimates, contract provisions, and specifications.

Review the design, materials, and process proposed in connection with new construction or major repairs for City facilities and improvements; prepare and/or review ordinances for Council consideration; recommend levels of service for utilities, streets, and drainage areas.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive public works program.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to public works programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Ten years of responsible public works experience including five years of management and supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major coursework in engineering, public administration, business administration, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certificate of Registration as a Professional Engineer in the State of Wyoming is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective date: October 2003

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