



**City of Sequim Job Description  
DIRECTOR OF PUBLIC WORKS**

Classification title:	Director of Public Works	Working title:	Director of Public Works
Department:	Public Works	Union:	Non-union
FLSA status:	Exempt	Wage Range:	Director
Hours:	Full-time	Effective date:	April 2021
Reports to:	City Manager		

**JOB SUMMARY**

The Public Works Director provides leadership through planning, directing, managing, and overseeing the activities and operations of multiple divisions within the Public Works Department. Through subordinate managers and supervisors, in addition to direct-reporting staff, this individual is responsible for: public works operations; capital improvement project engineering and administration; transportation planning and engineering; solid waste management, land development engineering and administration, fleet management; facility maintenance, state and other intergovernmental contracts; water and sewer system operations and planning; management of public right-of-ways, and maintenance of parks.

He/she works under the broad policy guidance of the City Manager and manages, directs and controls the operations of the department following state and federal constitutional law, as well as other administrative and legislative policies, and the policies and ordinances of the City of Sequim. This individual is primarily responsible for establishing and implementing departmental policies, effectively managing finances and coordinating the use of all available resources in a manner that provides stability to the department and appropriate services to the community. He/she performs specialized work which requires the ability to exercise independent judgment, initiative and discretion. The Public Works Director also completes projects and accepts additional responsibilities, as directed by the City Manager.

The Public Works Director has contact with numerous state, county and municipal government officials, members of other public works departments, and with civilian vendors and consultants who conduct business with the Public Works Department. The Public Works Director supervises support staff, and responsibilities include ensuring that fair employment practices are observed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs the financial management, operations and maintenance of sewer and water utilities, buildings and grounds, streets, lighting, wastewater reuse/reclamation system, and other public improvements;
- Responsible for the preparation and monitoring of the department budget;
- Directs ongoing research into new municipal public works technologies and trends, and recommends implementation of programs and equipment to help the department achieve its long- and short-term objectives more efficiently;

- Identifies federal, state and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them;
- Directs planning and management of complex capital improvement projects from inception through completion;
- Reviews contract bids and consultant design work; authorizes payment for services;
- Supervises oversight of building and plan reviews and associated inspections for: drainage, paving, site improvements, sanitary sewer and water service, and public improvements for land subdivisions;
- Oversees the preparation of: engineering designs; specifications; cost and quantity estimates of Public Works projects involving capital road, sidewalk, utility or building construction; and related activities;
- Establishes and maintains appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and the general public;
- Serves as the City's representative to committees and organizations concerned with improvements in the City's municipal facilities and services;
- Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs;
- Selects, places, promotes, motivates, trains, and disciplines Public Works Department personnel consistent with applicable laws, regulations and other labor policies and procedures;
- Effectively advises City administrators and other department heads regarding public works issues, protection of the public and property, and personnel/labor relations issues;
- Develops realistic and fiscally sound annual budget proposals; controls budgeted expenses; confers with the City Manager to assess the need for new equipment and personnel;
- Prepares and reviews operational and administrative reports;
- Develops and implements Public Works Department policies and procedures, revising and amending as necessary;
- Oversees right-of-way acquisition from property owners for the purpose of constructing city facilities such as roads, trails, and utilities;
- Works with state agencies to ensure the ongoing permitting required for the operation of the City's water and sewer systems;
- Assures the safety of Public Works personnel; responsible to oversee the development, administration and implementation of an effective Public Works Department safety program;
- Ensures that citizen requests and/or complaints relating to departmental activities are investigated and resolved;
- Directs ongoing research into new municipal public works technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently;
- Participates in labor negotiations;

### **EDUCATION and EXPERIENCE**

Bachelor's Degree in Engineering, Public Administration, Business Administration or a closely related field required. Ten or more years of progressively responsible management experience in the field of Public Works Administration with five or more years of experience supervising direct reports. A Master's Degree in related field is highly desired. Registration as a Professional Civil Engineer (P.E.) in the State of Washington is desired; an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.

Possession of or the ability to obtain and maintain throughout employment a valid Washington State driver's license, along with proof of insurability. Following an offer of employment and prior to starting work, satisfactory background clearance will be required.

## **KNOWLEDGE, SKILLS and ABILITIES**

### **Knowledge of:**

- The laws, principles and accepted practices and procedures that apply to all aspects of the management of municipal public works systems;
- Civil engineering, design, and construction principles and practices;
- The standards by which the quality of public works service is evaluated, the use of automated and manual records systems and their application to public works administration;
- Applicable state and federal regulations related to water and sewer utilities, streets, storm water systems and land development;
- Federal and state funding sources and requirements;
- Principles of effective personnel management.

### **Ability to:**

- Prepare and update short and long range strategic plans to ensure the department's contribution to the City's overall plans and strategies;
- Identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps;
- Identify, implement and refine the department's organizational structure to generate desired results as efficiently as possible;
- Exercise sound and ethical judgment in decision-making processes;
- Establish and maintain a working environment conducive to positive morale, individual style, personal discipline, quality, creativity and teamwork;
- Absorb and analyze complex technical information rapidly, draw logical conclusions and make rapid decisions of major scope with full awareness of technical, legal and financial consequences;
- Communicate technical data and sensitive information to citizens in a clear and persuasive manner;
- Establish and maintain cooperative relationships with a variety of citizens, boards and other City staff;
- Respond to public inquiries and complaints in an effective manner using tact, patience and courtesy;
- Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council;
- Negotiate and administer contracts with outside vendors and service providers;
- Provide leadership, delegated responsibility, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals;
- Handle confidential information and material with the highest degree of professional responsibility;
- Take appropriate action to resolve departmental, operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions which are in the best interest of the City of Sequim;
- Provide advice to and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of City services; Analyze and report on service impacts of proposed plans and developments on the City's utility and street infrastructure; assist in development, revision and administration of various utility and City comprehensive plans and zoning ordinances;
- Administer labor agreements and communicate effectively with organized personnel;

- Understand, evaluate and organize budget requests;
- Work independently and with little direction.

### **PHYSICAL ABILITIES**

Works requires sitting at a desk for extended periods of time, using a PC work station for extended hours. This individual may be required to oversee work in the field.

Other requirements include:

- Ability to operate a motor vehicle and two-way radio;
- Ability to push, pull, lift or carry up to 25 pounds; bending at the waist, kneeling, and reaching using arms and hands;
- Ability to read, understand and interpret ordinances, laws and other operating procedures and to communicate orally and in writing;
- Overall stamina and ability to perform moderate physical activity;
- Vision sufficient to perform all duties (corrective lenses may be utilized);
- Ability to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

### **WORKING CONDITIONS**

The incumbent is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Work is primarily performed indoors, although some work may be performed on-site at project locations with physical hazards that include: adverse weather conditions, variable terrain, traffic, and construction equipment.

### **ACKNOWLEDGEMENT**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date