

Job Title: Public Works Director
Union Status: Exempt Management
Department: Public Works

Personnel Status: Full-Time

General Statement of Duties: The Director plans, organizes and directs the functions of the Public Works Department, and implements procedures and practices to provide services in engineering, domestic water, stormwater, streets, and park and recreation facilities. Additional duties include assuring the efficient and economical use of departmental funds and operations, as well as accomplishing short-term and long-range planning, and public facility planning.

Supervision: The Director works under the general direction of the City Administrator and supervises personnel in the Public Works Department, including streets, stormwater, domestic water utility, and parks. Independent action is stressed in general performance of duties, with work reviewed based on results obtained, and adherence to legal and operational standards. The position provides direct supervision of the Public Works Supervisor and indirect supervision of all personnel within the Public Works Department. The Director also provides work assignments and employee evaluations for public works employees working with and through the Public Works Operations Supervisor and other subordinate staff.

Core Duties and Responsibilities: The core duties and responsibilities of the Director include:

1. Provides overall management and supervision of Public Works operations and engineering, determines departmental priorities and work schedules, and evaluates work performance and assignments of departmental personnel.
2. Coordinates sanitary sewer operations and maintenance through Rogue Valley Sewer Services.
3. Prepares program operations and manages street, water, stormwater, capital improvement program, parks and recreation facilities, and public facility maintenance programs.
4. Maintains a public facility inventory and budgetary control throughout the fiscal year.
5. Administers Public Works programs including writing bid specifications, analyzing proposals, awarding contracts, inspecting construction, coordinating contract engineering services, and approving completed work.
6. Develops, reviews and updates standards and specifications involving subdivisions, including requirements for streets, storm sewers, parks, water systems, and land development.
7. Participates in the review of Planning Applications, subdivision platting and construction permits, and performs inspections as appropriate.
8. Coordinates with the Community Development Director on Planning Application review, provides conditions of development approval and follows up on those conditions and all other public works/engineering requirements throughout project construction and over the life of completed projects.
9. Coordinates with the Building Department to complete Public Works/Engineering plan review and inspections.
10. Attends City Council, Planning Commission and other appropriate public meetings representing the Public Works Department and the city.
11. Directs the work of outside city engineers and consultants.

12. Responds to citizen inquiries or concerns regarding public works or engineering issues.
13. Prepares or directs the preparation of project cost estimates, price quotations and bid specifications.
14. Performs field inspections, and reviews public works and development projects.
15. Establishes department goals and objectives, prepares department budget requests, monitors budget, and approves expenditures.
16. Directs activities of department personnel.
17. Interviews, and recommends hiring, firing or other disciplinary action to City Administrator.
18. Oversees studies and analyses, preparation of related information and reports, and development of recommendations for the City Council.
19. Attends City Council and other meetings. Prepares resolutions, ordinances, and reports for review by the City Administrator and action by the City Council.
20. Ensures compliance with and follows all safety rules and procedures established for work areas.
21. Ensures compliance with all city policies, and state and federal laws regarding water, park, facility, stormwater, and street operations.
22. Works with city committees and commissions to make policy recommendations to the City Council regarding parks and recreation activities, and programs.
23. Monitors departmental expenditures for the purpose of advising the department, the Finance Director, and City Administrator of budget status, and ensures conformance with budget provisions, contracts, procurements, and maximum expenditure amounts.
24. Serves as a member of the city's executive team and participates in recurring and special meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.
25. Represents the city at community and interagency meetings or functions, as appropriate, and establishes and maintains effective relationships with peers in other agencies and organizations, citizen groups, and the public.
26. Recommends programs and techniques to improve city services.
27. Provides assistance to the City Administrator as directed and performs other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of civil engineering principals, water utility operations, street maintenance, construction practices and techniques, project management, stormwater systems, and general operations of a municipal public works department.
2. Ability to schedule capital projects for the fiscal year. Ability to schedule, monitor and complete those projects in a timely manner and within budget.
3. Ability to effectively apply management techniques, supervise personnel, and ensure that the department adheres to local, state and federal laws, department rules, city codes, and policies.
4. Ability to establish and maintain effective working relationships with other staff and the public in a courteous and professional manner, to provide great customer service.
5. Skills necessary to effectively perform the duties and responsibilities of the position include excellent oral and written communication skills, management and supervision

skills, public presentation skills, computer skills sufficient to proficiently use word processing, spreadsheets, database, and financial applications. Ability to use all Microsoft products.

Qualifications

1. 7 years of experience in municipal government public works operations, civil engineering, or equivalent education, training, and experience.
2. Bachelor's Degree in Civil Engineering or equivalent, and state licensure as a P.E. is preferred.
3. Experience or knowledge in Project Management.
4. Or any combination of education and experience that the City deems appropriate

Work Environment

1. Evening meetings are required.
2. Responds all hours to emergency situations.
3. Potential exposure to all weather and environmental conditions, inside and out, hot and cold.
4. Snow, rain, wildfire smoke, dust, and muddy conditions at times.

Physical Demand

The position requires the employee to perform the following as required, with or without accommodation:

1. Sitting, standing, reaching, bending, talking, and manual dexterity during the course of a typical workday in an office environment, as well as in the field reviewing Public Works Department or development-driven construction projects.
2. Operates computers, telephones, keyboards, and other standard office equipment, attend meetings, and drive to and from work areas and inspection sites.
3. A degree of mobility moving materials up to 10 pounds.
4. Both verbal and written communication skills are required.

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

The City of Eagle Point is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age, national/ethnic origin or any other protected class.

Persons with disabilities may be able to perform the essential duties of this class with a reasonable accommodation. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirement for the job, the limitation related to the disability and the ability to accommodate the limitations.