

JOB DESCRIPTION

ORGANIZATION: City of Troutdale
DEPARTMENT: Public Works
JOB TITLE: Public Works Director

LOCATION: Public Works Building
DATE: May 2022
RANGE: 29, Contract, FLSA Exempt

PURPOSE OF POSITION:

Working under the direction of the City Manager, the Public Works Director plans, organizes, directs and evaluates, through subordinate supervisors, the delivery of public works services, including construction, operation, maintenance, and the repair of streets, water systems, sanitary sewer systems, storm drainage infrastructure systems, utility services, and parks maintenance.

ESSENTIAL JOB FUNCTIONS:

- a) Direct the activities of Department personnel through subordinate supervisors. Manage and develop subordinate supervisors and conduct quarterly and/or annual performance reviews of direct reports. Ensure appropriate training is conducted. Recommend hiring, promotion, disciplinary, termination, and other personnel actions to the City Human Resources Dept. (20%)
- b) Evaluate, develop and implement programs, policies and procedures to improve the effectiveness and efficiency of the Department. Manage public works projects by selecting consultants/contractors involved in carrying out departmental programs, and by preparing scopes of work and budgets, coordinating with affected parties, making contract awards, and inspecting results. (20%)
- c) Provide oversight of Departmental plan reviews, project designs, and construction activities. Develop Capital Improvement Plan and infrastructure systems master plans. (20%)
- d) Receive and resolve complaints and concerns related to Departmental activities from citizens, developers, consultants, contractors, and other governmental agencies. (10%)
- e) Develop and recommend utility rates, system development charges, and other Departmental fees and charges for approval by the City Council. (10%)
- f) Attend City Council, Advisory Committee, and various other local and regional meetings, providing input and receiving direction or other information. Prepare resolutions, ordinances and reports for action by Council and other advisory committees as needed. Prepare reports and related materials for review and recommendation by various committees of the City. (10%)
- g) Develop, with subordinate supervisors, the Department's annual budget. Monitor expenditures to approved budget (5%)
- h) Travel is required by position; must possess a valid, state issued Oregon or Washington driver's license.
- i) Maintain consistent and regular attendance and adherence to working hours.
- j) Follow all safety rules and procedures established for work areas.
- k) Must develop and maintain positive working relationships with supervisors, co-workers and customers.
- l) Effectively and clearly communicate to others verbally and in both electronic and physical written forms.
- m) Respond on-site to a critical condition or unexpected situation related to municipal infrastructure, facilities or services that, which in the City's determination, demands immediate attention.

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AUXILIARY JOB FUNCTIONS (5%):

- Maintain technical proficiency by attending conferences, seminars, and meetings; reviewing technical reports; reading professional journals; and meeting with others in the public works field.
- Maintain work areas in a clean and orderly manner.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL DUTIES THAT MAY BE PERFORMED BY AN EMPLOYEE IN THIS CLASSIFICATION.

QUALIFICATIONS:

Knowledge of:

- Public works engineering, construction, maintenance, and repair methods and procedures.
- Federal, state, and local laws, rules and regulations applicable to the public works field.
- Personnel management and collective bargaining procedures.
- Public contracting requirements and limitations, and local budget law.
- Modern municipal management methods and procedures, organizations and functions.
- Training in and experience with emergency management and Incident Command System (ICS) concepts and procedures, and emergency operations center operations.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); Microsoft Publisher or similar design software; Adobe Acrobat and ArcGIS.

Ability to:

- Communicate effectively orally and in writing.
- Provide leadership and direction for assigned personnel.
- Proactively identify issues, analyze complex problems, and involve others in making effective decisions.
- Work collaboratively with peers, employees, other departments and other agencies, and the public to accomplish Department goals.
- Be a “people” person with a demonstrated ability to lead a team, displaying excellent character, and valuing honesty and frankness.
- Improve staff morale and trust through effective communication and leadership.
- Express thoughts and ideas clearly, and willing to work with disagreement to achieve a great result.
- Report on site within 1 hour to respond to a critical condition effecting municipal infrastructure, facilities or services.

EDUCATION AND EXPERIENCE:

Equivalent to a complete four year university education in civil engineering or a related discipline and seven years experience in a public works environment which includes supervisory responsibilities, or any satisfactory combination of education, experience or training which clearly demonstrates the ability to perform the essential duties and responsibilities.

SPECIAL REQUIREMENTS/LICENSES:

Possession of, or the ability to obtain and retain, an Oregon driver license with an acceptable driving record by the time of appointment, or otherwise have immediate point-to-point transportation available.

Within six months of appointment, establish and maintain residency within a 30 minute drive of the City.

Preferred: Registration as a Professional Engineer in the State of Oregon.

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PHYSICAL DEMANDS OF POSITION:

Duties require adequate physical condition necessary to perform light lifting, bending, stooping, climbing, walking and standing for prolonged periods of time and the operation of motorized vehicles. Maintain sustained concentration on computer screens and us keyboards and a variety of peripheral devices.

WORKING CONDITIONS:

Work is performed primarily in an office environment. Approximately 10% of the work period is spent in the field at construction and other sites. Position requires attendance at evening meetings.

SUPERVISORY RESPONSIBILITIES:

Responsible for direct and indirect supervision of Department staff of over 30 employees. Exercises direct supervision over direct reports.

SUPERVISION RECEIVED:

Works under the limited supervision of the City Manager.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____