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**POSITION DESCRIPTION**

**TITLE:** Public Works Director  
**DEPARTMENT:** Public Works  
**REPORTS TO:** City Manager  
**SUPERVISES:** Assistant Public Works Director  
City Engineer

**DEFINITION:** Develops and manages the goals, objectives, and direction of the Department of Public Works as established by City Council through the City Manager for public works services in the community. Recommends and administers policies and procedures affecting public services under the direction of this position. Manages the task and assignment responsibilities for the major divisions of the Department:

**ESSENTIAL JOB FUNCTIONS:**

- Provides daily management oversight and guidance to the Department of Public Works.
- Prepares the Departmental budget in planning and advancement of system maintenance and Capital Improvement Programs implementing the goals and objectives of the City Manager and City Council.
- Conducts performance evaluations of management staff and submits recommendations for salary and compensation adjustments to the City Manager.
- Addresses personnel issues, motivates employees, corrects deficiencies, and implements disciplinary action and termination proceedings.
- Develops policies and procedures in the provision of public services within the community.
- Evaluates service level performance, staffing requirements, workloads, and opportunities for improvement for the Department in meeting its service level obligations.
- Manages the services of Operations Management International (OMI) in the operation of the Wastewater Treatment Plant.
- Assures compliance with State/Federal regulations related to water, wastewater, and storm water regulations. Administers compliance with regulatory agency NPDES permits, 'Memorandum of Agreement,' and 'Stipulated and Final Orders.'
- Responsible to provide planning, organizing, coordination, and drafting of Department Capital Improvement Plans and annual updates of project status for water, wastewater, street, and storm water utilities. Identifies project priorities, project justifications, project funding, project scheduling, master planning and CIP coordination for Public Works in coordination with other City Departments.
- Provides the key Department position responsible to review proposed and/or pending state, federal, and local legislative action as relates to public works systems and

operations. Provides opinions, review commentary, and recommendation to the City Manager associated with implications of pending legislation.

- Represents the City in communication with regulatory compliance agencies, legislative bodies, and professional organization.
- Approves and implements Public Awareness/Public Relations programs for the Department locally and regionally. Provides contact to citizen complain/request responses as they relate to Departmental operations, issues and concerns.
- Performs other related duties as may be required or assigned.
- Public works budgeting including all facets of operation for budget control, asset and inventory control, revenue evaluations, and reserve fund accounting.
- Current State and Federal regulations as pertains to laboratory certification, water and waste water monitoring, terms and definitions of NPDES Discharge permits, and drinking water quality standards.
- Water and Wastewater Treatment processes and Chemical/Biological laboratory procedures.
- Background in construction practices in water distribution and wastewater collection systems, system hydraulics, street management and construction necessary to the functions of the Department.
- Working knowledge of Municipal Watershed management and operations.
- Computer information and data processing for application in water and wastewater financial management and operations, operations and maintenance.

**OTHER JOB FUNCTIONS:**

- Direct special projects as necessary involving financial data or information.
- Represent the department and the City as necessary to the public and to Council.
- Other duties as assigned.

**WORKING CONDITIONS:** Duties are performed primarily in an office environment. Some travel to meetings both in and outside of the City is necessary.

**ABILITY TO:**

- Communicate effectively, both verbally and in writing.
- Exhibit supervisory skills in motivation, training and scheduling of subordinate staff.
- Also required are abilities in data collection, record keeping and computer use.
- Perform essential job functions.
- Understand transportation system management, traffic safety, and pavement management is desired.
- Proven ability to plan, manage, supervise, and review the work of others either directly or through subordinate supervisors or lead operations persons.
- Have a high energy level; self-motivated, professionally developed skills are special characteristics desired.

**QUALIFICATIONS:** Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

**Education:** Minimum of a two-year post high school education in engineering, public

works administration, or a scientifically related field. A four-year bachelor's degree is preferred

Experience: At least six (6) years of experience in municipal public works operation with a minimum of four (4) years of related supervisory experience. Experience in the management of a Class III water treatment facility, Class II water distribution system, Class II wastewater collection system, and Class III wastewater treatment plant of which direct management in three of the identified areas is desired.

**LICENSES OR CERTIFICATES:** Valid Driver's License. Certification in Oregon's Water Treatment programs is desirable at Class IV. Certification in Oregon's Water Distribution programs is desirable at Class III. Certification as an Oregon Cross Connection Inspector program is desirable.