

**Director of Public Works & Utilities****ESSENTIAL FUNCTION**

Under general policy direction of the Mayor, serves as department head responsible to manage the eight divisions of the department which include Administration, Engineering, Streets, Utility Maintenance, Wastewater Treatment, Water Resources, Forestry, and Internal Services (Facilities, Inventory and Equipment Services) in conformance with applicable statutes, regulations, and administrative policies. Plans, organizes, directs, and integrates all functions and responsibilities of the department including capital construction, maintenance, asset management, regulatory compliance, and environmental stewardship to preserve and improve the quality of life of the City's residents. The Director is responsible for managing a large team of over 140 full-time equivalent employees with a multi-faceted annual budget of \$100 million across 10 funds.

The successful candidate will align with the City's values which include being welcoming, having integrity, showing accountability, and demonstrating a commitment to service. They will also provide visionary leadership to the Public Works and Utilities team by inspiring, guiding, and motivating team members to achieve excellence in customer service, service delivery, innovation, and operational efficiency. Additionally, the ideal candidate should find satisfaction in providing excellent customer service, and thrive in a collaborative, high volume work environment. If this sounds appealing to you, we invite you to apply and join us in supporting a dynamic community where we can all live, work, play, and invest.

A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. This value requires the ability to effectively meet and deal with both the internal customers and the public while responding to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar, and syntax. The ability to handle stressful situations while establishing effective working relationships with employees, supervisors, and the general public. The ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people. A willingness is expected to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES** (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

**Administration:**

- The incumbent is responsible for the overall vision, performance, and administrative management of the Public Works Department. Functional areas of the department include public works operations, storm water drainage systems, capital improvement, project engineering/administration, transportation, forestry operations, fleet maintenance, building maintenance, and Bremerton departmental operations.
- Briefs the Mayor and Council Members on items ranging from routine agenda items to complex strategic and business plans.
- Attends and participates in group meetings; stays abreast of new trends and innovations in the field of public works administration.
- The incumbent facilitates the development of strategy and policy in collaboration with the other City departments; ensures that the Mayor/Council direction and core values are

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incorporated into operation activities and services; and represent the City in the community, the region, and the state with regards to public work policy and operational initiatives.

- Supervises and participates in the preparation of City construction standards, code sections, fees, plans, and policies.

**Oversight of Departments:**

- Ensure the efficient and effective function and execution of the responsibilities of all divisions, including Administration, Engineering, Streets, Utility Maintenance, Wastewater Treatment, Water Resources, Forestry, Internal Services, Department Operations, Program Budgeting, Staffing and Leadership, and General City Management.
- Sets strategic goals for process improvements, innovation, enhanced conservation efforts, improved operational efficiency, and an engaged employee experience.
- Oversee and develop procedures, policies, and the systems related to transportation, water, wastewater, storm water, refuse collection, recycling, and building maintenance. Ensures the long-term sustainability of the City's utility infrastructure and capacity for growth.
- Supports staff, as needed, in the preparation and/or review of scopes of work and design documents, requests for proposals, construction cost estimates, contract bid documents, bidding and awarding projects, and/or project management.
- Plans, organizes, coordinates, supervises, and evaluates programs, plans services, staffing, equipment, and infrastructure of the public works division.
- Assists in the development or update of the City Transportation Improvement Plan (T.I.P.), Transportation Plan, Non-motorized Transportation Plan, Comprehensive Sewer Plan, Comprehensive Water Plan, Capital Improvement Program, and other plans involving the municipal infrastructure.

**Leadership and Public Engagement:**

- Facilitates review of and response to public concerns and inquiries.
- Provides visionary leadership to the Public Works and Utilities team.
- Supervises division managers and division support staff, either directly or through subordinates. Provides direction and effective feedback to direct reports.
- Provides transparent performance measures through dashboards, benchmarking, and other techniques.
- Maintains confidentiality of work-related issues, client records, and City information.

**Other Duties**

- **Regular attendance is an essential requirement.**
- **Performs related work as assigned and/or required.**

**KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)****Knowledge of:**

- Capital infrastructures, financing, planning construction and maintenance management.
- The practices utilized in governmental enterprise budgeting and cost of service analysis and rate making.
- Environmental protection safety laws, regulations, and standards.

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- Principles, practices, methods, and technical support functions of public works improvements design, construction, inspection, and projects management.
- Current professional standards applicable to public works and utility services.
- Fundamental intent and basic provisions of municipal, state, and federal financing mechanisms for public works and municipal utility projects and operations.
- Techniques used for gathering, evaluating, and summarizing municipal public works and utility department service and cost information in preparing budgets and rate structures.
- Management, personnel, and ethical practices as they apply to municipal public works and utility operations.

**Ability to:**

- Supervise the work of a large staff of professional, technical, clerical, semi-skilled, and unskilled employees.
- Establish and maintain effective working relationships with the City Council, City employees, business partners, other governmental agencies, and the public.
- Build a strong leadership team that can implement the vision and goals of the City.
- Represent the City in public speaking events.
- Apply professional engineering and management principles and practices to specific public works and municipal utility program operations.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Exercise flexibility.
- Interpret and apply the intent and specific provisions of municipal code, policies, and regulatory provisions to particular conditions as they relate to departmental functions and determine a course of action.
- Evaluate, plan, and establish a proper sequence of action for multiple functional units and personnel to accomplish goals.
- Provide verbal and written directives, information, and advice to a wide variety of people and officials.
- Persuasively and ethically communicate ideas and assert a point of view in complex or controversial situations.
- Exhibit and instill in subordinates a high public service priority in contacts with the public and others encountered in the work.
- Apply the principles of equal employment opportunity, and the Americans with Disabilities Act principles in managing personnel and service functions.
- Implement public works and municipal utility systems and operations which protect the environment and the public health and safety.
- Speak in public sufficient to train, explain, present, and promote assigned programs.
- Write reports, manuals, information bulletins, memoranda, etc., sufficient to clearly communicate to a diverse audience.
- Plan, develop, and implement programs geared to identified needs.
- Demonstrates an ability to be influential and persuasive in terms of understanding the culture of the community with strategic goals and objectives.

**Skills:**

- Demonstrates skill and ability in partnering, collaborating, and influencing others.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.

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- Possession of excellent customer service, leadership, and communication skills.
- Managing multiple large municipal capital improvement projects.

**QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)**

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Management, Business Administration, Public Administration, Construction Management, Urban Planning, Environmental Science, or a related field is required. A Master's Degree is preferred. Ten (10) years of experience in progressively responsible supervisory positions.

**REQUIRED LICENSES AND CERTIFICATIONS**

A valid Washington State driver's license is required and must be obtained prior to date of appointment or another date set by the City.

An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position as listed above must be demonstrated by the applicant.

**ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

Please tell us if you require a reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

**WORKING CONDITIONS**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Occupational Group: Executive Management.** In addition to the essential function of administrative head of an office or department, a person in executive management actively participates in: 1) evaluating the costs and effects of all existing operations and services; 2) devising strategies, advising, supporting, and coordinating the activity of elected officials considering issues which involve conflicting or competing internal and external needs and resources; and 3) implementing City-wide service and operational changes.

**Fair Labor Standards Act:** The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Executive Employees exemptions.

**Representation:** This position is excluded from bargaining unit representation.

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**Civil Service:** The classification is excluded from the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by Mayoral appointment pursuant to the Bremerton City Charter Article IV Section 21 which states in relevant part: "The Mayor shall be the administrator of the City...and shall make all appointments of administrative heads with confirmation by the City Council." Removal is at the will of the Mayor.

**This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.**