

Position Description

Job Title:	Public Works Director
Pay Classification:	Full-Time, Range E52 + benefits
Department:	Public Works
Supervisor:	City Manager
Supervision:	Oversees a project manager, administrative assistant, mechanic and three division (water, wastewater and streets) supervisors
FLSA Status:	Exempt
Work Schedule:	The employee typically works five (5) days a week, generally from 8 a.m. to 5 p.m. Due to the nature of the position, hours are subject to variability, including some evening, weekend, and holiday work. Attendance at meetings outside of regular business hours (including City Council meetings and other committee meetings deemed vital for the position) is also required.
Job Summary:	The Public Works Department is run in a traditional structure where the director manages and oversees all departmental functions, including financial planning and annual budgeting for the streets/parks, water, and wastewater divisions. The director oversees a staff of 22 FTEs and manages a budget of approximately \$20 million in personnel, operations, and major project management. Other areas of knowledge and oversight include engineering, construction, maintenance, and operations of buildings, facilities, and major infrastructure.

Eight Essential Function Areas

I. Management and Supervision

- Organize, direct, and supervise the activities and operations of the Public Works Department. This includes managing the water, sewer, and streets divisions, as well as overseeing additional functions such as the City's municipal airport, storm drainage systems, parks, cemetery and various facilities.
- Supervise, assign work, and evaluate the performance of assigned personnel; assist in the selection of new employees, and implement disciplinary actions as necessary.
- Develop and implement departmental goals, objectives, policies, and priorities for each assigned service area.

II. Budget and Financial Management

- Prepare, manage, and monitor the department budget; review and approve expenditures.
- Administer grants and track and monitor grant funds.

III. Project Management

- Evaluate existing facilities and infrastructure, determine future requirements, and provide long-range planning for utility facilities and infrastructure (water, sewer, stormwater, streets, and park systems).
- Oversee all aspects of Requests for Proposals/bidding for projects from creation to awarding the bid; coordinate with legal to draft and approve the final contract.
- Manage and oversee projects and contracts to ensure compliance with standards and terms.
- Develop plans and schedules for long-range maintenance and capital improvement programs.

IV. Technical Expertise and Analysis

- Provide high-level analysis and advice to the City Manager and Council, including performing special projects.
- Review and approve engineering drawings, specifications, construction plans, bid documents, and contract documents.
- Ensure compliance with professional standards and City specifications.

V. Public and Interdepartmental Relations

- Represent the Public Works Department to other departments, elected officials, and outside agencies.
- Attend and participate in City Council meetings.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

VI. Regulatory Compliance and Safety

- Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Ensure compliance with mandated regulations, policies, and procedures.
- Follow all health and safety rules and procedures.

VII. Emergency Management and Response

- Participate in the City's Emergency Management program and respond to public works emergencies, inclement weather disasters, and infrastructure challenges.
- Ensure the continuance or restoration of essential public services, facilities, and infrastructure during emergencies.

VIII. Committees

- Serve as the primary point of contact and liaison between the Public Works Department and the Airport Committee, Parks Advisory Committee, City Tree Board, and Transportation Advisory Committee.



Knowledge, Skills, and Abilities

Knowledge

- **Technical Aspects of Public Works:** In-depth understanding of public works operations, including engineering, water treatment, sewer, streets, stormwater management, and equipment maintenance.
- **Municipal Government Operations:** Knowledge of municipal government budgetary, contract administration, and bidding processes, as well as administrative practices and general principles of risk management.
- **Civil Engineering Principles:** Comprehensive knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- **Regulatory Compliance:** Familiarity with federal, state, and local laws, codes, and regulations affecting public works activities, including OSHA and other safety requirements.
- **Environmental Regulations:** Understanding of environmental regulations associated with water distribution systems, wastewater collection and treatment, stormwater control, and hazardous materials storage and handling.

Skills

- **Leadership and Management:** Ability to plan, direct, manage, and oversee the activities and operations of the Public Works Department, including supervising and evaluating the performance of assigned personnel.
- **Budget and Financial Management:** Proficiency in preparing, managing, and monitoring department budgets, as well as developing financial plans, rate models, and systems development charge studies.
- **Project Management:** Expertise in overseeing projects and contracts to ensure compliance with standards and terms, as well as developing plans and schedules for long-range maintenance and capital improvement programs.
- **Technical Analysis and Problem-Solving:** Strong analytical skills to review and approve engineering drawings, specifications, construction plans, bid documents, and contract documents.
- **Communication and Interpersonal Skills:** Effective communication skills, both oral and written, to interact with employees, consultants, other governmental agency representatives, City officials, and the general public.

Abilities

- **Regulatory Interpretation and Compliance:** Ability to interpret, apply, and ensure compliance with applicable laws, policies, and procedures.
- **Strategic Planning and Implementation:** Capability to develop and implement departmental goals, objectives, policies, and priorities for each assigned service area.
- **Emergency Management:** Ability to participate in the City's Emergency Management program and respond to public works emergencies.
- **Public and Interdepartmental Relations:** Skill in representing the Public Works Department to other departments, elected officials, and outside agencies, as well as responding to and resolving difficult and sensitive citizen inquiries and complaints.



- **Technical Proficiency:** Using modern office practices, methods, computer equipment, and computer applications, including record-keeping principles and procedures.

Position Qualifications

- The ideal candidate will hold a bachelor's degree from a four-year college with major coursework in engineering, construction management, business administration, or public administration.
- Progressively responsible experience in public works departments with 10+ years of demonstrated management or high-level administrative experience is preferred.
- Previous experience with the oversight, education, management, and certifications necessary to run a public works department, as described above.

Additional Requirements

- During employment, the Public Works Director must become and remain a resident of Clatsop County or live within 30 minutes of Seaside city limits.
- The Public Works Director must maintain a valid State of Oregon driver's license. A CDL is not required but highly encouraged.
- The successful candidate must submit to a pre-employment background investigation, medical examination, and drug screening.

Work Environment:

- Administrative work is principally sedentary, but involves regular physical exertion, such as kneeling, crouching, or lifting and eyestrain from working with computers, other office equipment and in the field. Work involves the normal risks and discomforts associated with an office and vehicle environment with frequent visits to job sites. Work duties frequently require evening or weekend hours.

Salary: Exempt, full-time position @ \$100,802 - \$122,526 (DEQ) + benefits.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the employer's needs and job requirements change.

Last Update: 10/24/2024

