



Effective: 14 SEPT 2020

City of Sweet Home
Public Work Director
Job Description
FLSA Exempt
Non-Bargaining

Approved by: _____

A handwritten signature in blue ink, appearing to read "Ray Young", is written over a horizontal line.

PUBLIC WORKS DIRECTOR

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

The Public Works Director will manage the City's Public Works Department. The primary responsibility of a Director-level position at the City of Sweet Home is to serve as one of six senior counselors and assistants to the City Manager. Sweet Home strives for a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments. The position will work closely with the City Manager and other members of the Executive Team to build an organizational culture that reflects the values of the City Council as defined by the City Manager.

The Public Works Director shall be expected to effectively plan, organize, direct and coordinate the entire operation of the Public Works Department consisting of the following divisions: water and wastewater utility; storm water; streets maintenance; engineering; and parks and building maintenance. The position may provide businesses, community organizations, and citizens with information, guidance, and support to achieve their goals.

The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with Council, staff, and public is critical to this position. This position is overtime-exempt.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the City Manager who reviews work on the basis of results obtained. Direct supervision is provided to the Treatment Plant Contractors; City Engineer (Contracted) & Staff Engineer; Utility Manager; Maintenance Superintendent; and Administrative Assistant. Indirect supervision is provided to all other Public Works employees.

C. EXAMPLES OF DUTIES: The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Develops annual budget proposals for areas of responsibility and submits to City Manager.
2. Reviews preliminary budgets and adjusts items for conformance to anticipated needs.
3. Reviews and monitors expenditures and revenues to remain within established budgetary constraints.
4. Prepares, evaluates and approves purchases prior to submission to City Manager.
5. Provide advice, opinion, and act as a senior counselor to the City Manager.
6. Plans, organizes and directs the activities involved in maintenance, engineering, water and wastewater plant operations.
7. Prepares plans, specifications, cost estimates, legal notices and final assessments for construction projects.
8. Responds to inquiries and complaints from the public.
9. Prepares and presents operational/activity reports, budgets, and plans for future activities regarding public works to the City Manager and City Council.
10. Provides technical assistance to the City Manager and the City Council on public works issues.
11. Confers with suppliers and sellers and places orders for equipment, materials and supplies.
12. Reviews and inspects public works projects, including work performed by contractors; schedules and prioritizes future projects and activities.
13. Reviews contractor proposals for construction projects and makes selection recommendations; administers and follows up on contracts awarded.
14. Presents studies, zone changes, development plans and variances to the Planning Commission.
15. Works closely with other departments regarding the development, updating and implementation of long term and short-term planning documents, such as the Capital Improvement Plan
16. Reviews and recommends approvals for minor and major land partitions.
17. Reviews, evaluates, develops, and implements departmental policies, procedures and work methods
18. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaint and resolving problems.

D. QUALIFICATIONS

Knowledge of:

1. Office procedures, including effective filing and accurate record keeping techniques
2. Principles of organization, administration, supervision, and personnel and office management
3. Municipal budget law and process
4. Materials, methods, and techniques used in the construction and maintenance of streets, wastewater and water facilities
5. Sewer treatment methods
6. Water distribution
7. Principles and practices of municipal planning
8. Codes, ordinances, resolutions, and laws affecting the operations of the Public Works Department

Ability to:

1. Exercise independent judgment within established procedures
2. Apply policies and procedures

3. Effectively communicate clearly, tactfully, and courteously
4. Demonstrate strong organizational skills and strict attention to detail and process
5. Use database, calendar, word-processing, and other organizational office computer software effectively
6. Evaluate, analyze, and review plans, applications, public statutes, contracts, and maps
7. Rapidly gather diverse information, formulate conclusions, and clearly communicate them
8. Provide complete supervision including assigning and reviewing work; evaluation performance; administering necessary disciplinary action; identifying training/development needs and selecting appropriate training or instruction; and recruiting, interviewing, and hiring of new employees
9. Read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
10. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
11. Write speeches and articles for publication that conform to prescribed style and format
12. Effectively present information to management, public groups, and/or board of directors
13. Apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations
14. Apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis
15. Define problems, collect data, establish facts, and draw valid conclusions
16. Interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
17. Communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels
18. Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
19. Read and write a variety of documents, including correspondence, proposals; and other persuasive and informative materials
20. Gather and sort relevant information from various sources and records successfully

E. WORK ENVIRONMENT/PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment.

1. Ability to sit at a workstation for extended periods
2. Ability to stand, walk, and drive as needed throughout day
3. Ability to maintain concentration and focus for extended periods
4. Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each
5. Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day
6. Physical stamina to sustain long workdays, including early morning and evening meetings, as necessary
7. Physical ability to have access to any and all City facilities sufficient to monitor programs and operations

EXPERIENCE AND EDUCATION

Experience

Five years of progressively responsible experience in public works administration including supervisory experience; or any satisfactory equivalent combination of education and experience which demonstrates the ability to perform the above described duties. Previous experience in local government preferred

Education

Bachelor's Degree in Business Management, Public Administration, or any other related degree from an accredited university. Master's Degree preferred.

LICENSE AND CERTIFICATE

Oregon State Driver's License or ability to obtain within 6 months.

Desirable Qualifications

Possession of or ability to obtain within six (6) months, registration as a professional engineer in the State of Oregon is highly desirable.