

Public Works/Community Development Director

Nature of Work

This is a full-time Fair Labor Standards Act overtime-exempt position. The Director is not a Civil Service employee, and union membership does not apply.

The position requires administrative and supervisory work in directing operation, construction, maintenance, and service and repair activities in the Public Works Department. Services include the construction, maintenance, and repair of city streets and storm drains; repair of water mains, pumps, motors, main line valves, meters and storage tanks; meter reading; operating heavy road and construction equipment and, cleaning roadside ditches, culverts and catch basins; clearing snow, ice, and debris from streets and walks; maintenance and repair of sewer lines, pumps and related facilities. Water and sewer systems maintenance and repair; and operations of a sewage treatment plant, and all other duties as assigned.

The position is responsible for all aspects of planning, facilities, maintenance and building in the city.

Work involves developing and implementing major departmental policies, planning and executing both short-and long-range programs and coordinating departmental activities with other city departments and private or civic organizations. This position also includes the selection, training, and evaluation, and termination of personnel.

This position will have extensive contact with citizens, businesses, community groups, contractors, federal, state, county and other municipalities.

Controls Over Work

Under the general supervisory control of the Mayor, and within the framework of governing state and local laws and policies established by the City Council with work performed with considerable latitude for independent judgment and actions. Administrative control is exercised over a moderate number of technical, skilled, and unskilled employees. Work is subject to review for quality and timeliness of completed projects, for effectiveness of personnel and programs management, and for general reaction of the public to the services rendered.

Essential Duties and Responsibilities

Directs works programs and activities with other city, county, state, and federal departments and other agencies. Manages small and large public works projects on behalf of the city. Understands and is experienced in performing review under SEPA and Shoreline Management. Establishes street, and water system logs to gauge effectiveness of maintenance programs. Evaluates existing programs, and processes for cost savings, and effectiveness.

Plans and directs the activities of all assigned personnel and formulates and enforces department rules, regulations, work methods, and procedures.

Prepares and develops plans for grant applications for public works improvement projects and community development. Reviews work activities to ensure efficient and safe operations and conformance with established State, County, and City standards, regulations and policies.

Prepares budget estimates and controls the expenditure of department funds: this includes the planning and budgeting for future departmental activities; establishing an adequate system of reporting from subordinates to assure necessary control information; and the evaluation of services rendered in relation to cost vs. benefits derived and continuing need.

Attends various hearings, council meetings, and civic and business meetings on behalf of the City.

Knowledge, Abilities, and Skills

Thorough knowledge of:

- Materials, methods, and techniques commonly used in construction, and repair activities as relates to assigned areas of specialization.
- Occupational hazards and safety standards and practices applicable to the work being supervised.
- Project management of multi-million dollar municipal or county level public works projects

Good knowledge of:

- State and local laws and procedures relating to municipal public works and of municipal government administration and the role public works takes in that administration.
- Preparing and maintaining records and files, including project/program records, equipment and material purchasing and accounting.
- Properties, utilization, and care of materials, tools, and equipment used by the employees supervised.
- City, county and state permitting including in construction, building, wastewater and water.
- Wastewater and water systems

Ability to:

- Effectively supervise and coordinate the activities of skilled, semi-skilled, and unskilled employees performing a wide variety of maintenance, repair, and service functions and to plan, direct, and coordinate the work of subordinates.
- Make sound and timely recommendation for project implementation, and/or modification based upon established department plans and results of personal observations and needs analysis. Ability to read charts, diagrams, and blueprints.
- Express ideas clearly and concisely, verbally and in writing to groups and to individuals.

- Establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public, and the ability to secure compliance with construction plans, specifications, and standards in a tactful, professional and effective manner.

Physical Demands and Work Environment

Due to the nature of the organization and the “on-site” supervisory and inspection duties performed, considerable time is spent out-of-doors. In addition, during occasional emergencies, the incumbent may be exposed to extreme weather and working conditions. Walking, standing, bending, and a limited amount of crawling and climbing are required.

Qualifications Required

Six years of progressively responsible work experience in the utilities or general maintenance and trade area, with a minimum of three years of supervisory experience. This supervisory experience should be current (within the last five years) and experience in supervising similar crews and activities as found in governmental public works operations.

Six years of progressively responsible project management of municipal or county level public works projects in excess of one million dollars.

Three years of direct experience for application and overview of grant based public works projects.

Preferred Qualifications

Professional Engineer

Building Inspector