



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Public Works Director

JOB – BAND CLASSIFICATION: Director

Description:

Under the general direction of the City Manager, or designee, this position directs, plans, organizes, and administers all programs, functions, and activities of the Public Works Department and designated municipal utilities, from an engineering and public works perspective. Provides leadership as a member of the City's executive leadership team and ensures that public services are provided in alignment with the City's strategic goals and priorities. Collaboratively and cooperatively works with the Mayor, Council Members, City Manager, Assistant City Manager, department directors and other senior managers to analyze organization and community needs and acts in response to those needs. The Public Works Director is a visionary who can anticipate and address infrastructure needs that meets the community's future needs and who leverages new technologies, equipment, and leading industry standards to improve efficiency and service delivery. He or she is expected to be a collaborator who actively engages employees at all levels and an excellent communicator who can work effectively with elected officials, City executive leadership team and staff, outside agencies, consultants, the media, and the public.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Responsible for the construction, operation, administration, supervision, and maintenance of assigned city utilities, infrastructure, facilities, assets, etc.
- Responsible for planning and preparation of budgets, expense and revenue forecasts, policies, projects, programs of the department do deliver high quality services effectively and efficiently to the community.
- Works closely and cooperatively with the Recreation, Parks and Public Grounds Department and Planning and Building Department.
- Develops the Capital Improvement Plan, oversight of planning and design, construction observation, construction management, and adherence to applicable standards and regulations associated with infrastructure and capital projects
- Provides information, technical assistance, and comprehensive project review to subordinates, staff, engineers and developers to ensure construction plans and improvements conform to rules and regulations.
- Directs staff activities by planning and prioritizing tasks, ensuring policy and procedure compliance, participating in the hiring process, recommending changes and adjustments, and monitoring and evaluating staff performance and development.

- Supervise directly and through subordinates the construction, extension, maintenance and repair of the City's streets, storm sewers, sanitary sewers, water system, treatment facilities and other assigned utilities or projects.
- Responsible for supervising directly or indirectly full-time, part-time and/or seasonal employees including: making hiring and termination recommendations; conducting performance evaluations; approving schedules and time-off; and, ensuring staff is trained.
- Maintain confidentiality of work-related issues and City information.
- Effectively negotiate, bid and monitor construction contracts, service contracts and/or management contracts in accordance with local, state and federal policies, codes and regulations.
- Prepares and submits routine, recurring, technical and special reports, analyses, and recommendations using statistical data to identify trends, needs and resources, and to develop operation projections.
- Resolves issues with the public, contractors, and developers by investigating and responding to concerns and complaints.
- Represent the City to outside agencies and the general public with respect to Public Works through the use of excellent communication skills and by projecting a good, solid, positive image to outsiders and Public Works employees.
- Responsible for promoting a cooperative environment where all employees can work toward eliminating workplace hazards and improving safe work practices and procedures by being a positive role model and safety advocate.
- Represent the City by serving on various boards and commissions. Participate and take an active role in local, state and federal organizations in promoting Public Works activities.
- Will be available to respond in emergencies or unusual situations outside of the normally assigned work period.
- Confers with and advises the City Manager, or designee, on issues, problems, or challenges impacting public works functions and attends and makes presentations at council meetings. Works with the City's executive leadership team in achieving the City's goals and priorities; implement goals for assigned areas/functions, working cooperatively with all departments as needed to achieve the Public Works Department's strategic priorities.
- Performs other duties of a similar nature or level.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the City and requirements of the position change.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised: Electric, Engineering, Streets, Water, Wastewater, and Construction

Required Competencies:

Including but not limited to the following:

Knowledge of:

Construction techniques and applications;

Employee and equipment productivity;

Bidding process;

Maintenance programs;

Computer software;

City, State and Federal laws;

Labor contract and Personnel Policies;

SUDAS;

Water and Wastewater Systems and Treatment Plants;

*Electric Utility;
Roadway maintenance and construction techniques;*

Skills in:

Coordinating and scheduling maintenance projects;

Budgeting;

Construction estimating;

Supervising employees;

Developing and delegating tasks and projects;

Problem solving;

Inspecting maintenance projects;

Using computers and related software applications;

Communication, interpersonal skills as applied to interaction with subordinates, supervisors, general public, council members, etc. sufficient to exchange or convey information Equipment uses and practices.

Verbal and Written Communications;

Problem-Solving

Decision Making

Planning and Organizing

Team Work and Cooperation

Education, Experience & Technical Skills Required:

Three - five years progressive, management-level experience in the operation, maintenance, and supervision in a public works department required. Bachelor's Degree in Civil Engineering preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Valid Iowa Driver's License.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Exempt