

## **PUBLIC WORKS DIRECTOR**

### Nature of Work

This is administrative work involving the supervision and coordination of all programs and activities of the City's Street Department, Sanitation Department, and Garage.

Work involves responsibility for planning, organizing, directing, and inspecting the work of a large group of skilled, semi-skilled, and unskilled workers engaged in the following: maintenance, cleaning and repair of streets and storm drainage facilities; collection and disposal of garbage and refuse; operation of the municipal garage.

General direction is received from the City Manager, but the employee must exercise wide discretion and independent judgment in directing programs. Work is reviewed through conferences, inspection, and review of reports.

### Illustrative Examples of Work

- Plans, organizes, assigns, supervises and inspects the work of line supervisors engaged in construction, repair and maintenance activities such as cleaning, patching, re-surfacing, and repairing streets, curbs, sidewalks, gutters, alleys, and storm sewers; vehicle maintenance; sanitation collection.
- Directs equipment maintenance programs; supervises the maintenance and care of right-of-ways, and other public grounds and facilities through subordinate supervisors.
- Establishes work performance and safety standards; inspects work activities while in progress and upon completion.
- Receives, investigates, and disposes of complaints.
- Supervises the maintenance of time, material, and equipment use records
- Submits recommendations to the City Manager in regards to the purchase of equipment, and once approved facilitates the purchase.
- Creates and manages the departmental budget.
- Performs related work as required.
- Responds to emergencies and extreme weather conditions so must be able to be reached by phone at all times.

### Desirable Knowledge, Abilities and Skills

- Thorough knowledge of methods, tools, equipment, and practices of Public Works project activities.
- Thorough knowledge of the occupational hazards and safety precautions of the work.

- Considerable knowledge of types, uses, and maintenance requirements of automotive and related equipment required in construction.
- Ability to direct a large group of skilled, semi-skilled and unskilled workers engaged in a variety of public works tasks.
- Ability to inspect development of subdivisions at various stages for conformance to specifications and standards.
- Ability to organize jobs, assign workers, establish standards of performance, and effect satisfactory schedules and results.
- Ability to develop and maintain effective working relationships with public officials and the general public.
- Ability to supervise the maintenance of records and create reports.

#### Desirable Training and Experience

Considerable supervisory experience in the construction and maintenance of streets and related Public Works projects; or any equivalent of training and experience. Graduation from a standard high school or trade school, supplemented by additional course work in the operation, supervision, and management of a public works department; or an equivalent combination of training and experience.

Formal training and education in a Civil Engineering, or similar type program, is desired.