

PUBLIC WORKS DIRECTOR

NATURE OF WORK

Performs work planning, organizing, and directing department operations, developing and administering the strategic plan of the department, overseeing City operations, streets, storm water, and environmental services, maintenance of records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager. This position is designated as essential during emergency or disaster situations. Departmental supervision is exercised over all personnel within the department.

EXAMPLES OF DUTIES

- Oversees City operations of streets, storm water, and environmental services.
- Plans, directs, and administers department operations.
- Develops and implements department policies, goals, objectives, procedures and priorities, including development of the department's Strategic Plan.
- Oversees the management of complex public works construction and repair projects, including defining the scope; coordinating permitting and public utility agencies; performing research and review; coordinating construction schedules; reviewing cost estimates and ensuring that projects are completed on time and on budget.
- Develops and prepares items for review and approval by the Board of Commissioners and other boards; represents the department at various meetings with other departments, elected officials, outside agencies, contractors, engineers, developers, architects and the general public in providing and acquiring information, and coordinating public services matters.
- Oversees services performed by city on-call engineering consultants; develops and manages contracts.
- Reviews and evaluates work methods and procedures; meets with staff to identify and resolve issues.
- Oversees the development of consultant requests for proposals (RFPs) and manages advertising and bid process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures compliance with standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise; approves field changes as required. (Complete project management).
- Responds to inquiries and complaints; investigates, negotiates and resolves sensitive and controversial issues.
- Develops and administers department budget and conducts CIP planning activities; monitors expenditures; reviews and approves equipment, material and supply purchases; reviews rates, fees and charges.
- Recruits and selects departmental personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; accesses and monitors workloads.
- Performs work during emergency or disaster situations upon request and as assigned by management.

MINIMUM QUALIFICATION

Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of civil engineering.

- Comprehensive knowledge of municipal public services administration, planning, and design including thorough knowledge of the local, State, and Federal laws and regulations that regulate their development and operation.
- Comprehensive knowledge of engineering plans, blueprints, drawings, and technical data.
- Comprehensive knowledge of maps, GIS, and GPS.
- Comprehensive knowledge of bid documents, deeds, easements, and other legal documents.
- Thorough knowledge of the principles and practices of project management.
- General knowledge of the machines, tools, equipment, and materials used in operation, maintenance, and repair of public facilities and utilities.
- Ability to formulate comprehensive operational policies and procedures.
- Ability to prepare technical reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise the work of staff.
- Ability to perform work during emergency or disaster situations upon request and as assigned by management.
- Ability to establish and maintain effective working relationships with consultants, elected officials, engineers, contractors, developers, management, and the general public.

Training and Experience

- Bachelor's degree with coursework in public administration, business administration, construction management, civil engineering, or related field and extensive experience in construction administration, maintenance, planning, and design including considerable supervisory experience, or equivalent combination of education and experience.
- Possession of an appropriate driver's license valid in the State of North Carolina.
- Project management experience or training preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, and occasionally requires standing, walking, and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally exposure to outdoor weather conditions; work is generally in a moderate noise location (e.g. business office with copier/printers, light traffic).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

CLASSIFICATION: FLSA Exempt.

PAY GRADE: 17