

JOB ANNOUNCEMENT

The H/R Department is accepting applications for
A REGULAR, FULL-TIME **PUBLIC WORKS DIRECTOR**
Starting Salary: \$52,000. – \$64,480. D.O.E., plus benefits
OPENING DATE OF APPLICATION: **Spring of 2008**
Applications & additional information available at City Hall

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS DIRECTOR
(serves a 12 month probationary period)
DEPARTMENT: ADMINISTRATION
SUPERVISOR: CITY MANAGER
CLASSIFICATION: EXEMPT; SALARIED POSITION

POSITION SUMMARY: Under the direction of the City Manager, supervises and is responsible for operations in Public Works – including streets, maintenance, water/sewer, and solid waste.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the job functions of the sewer/water and solid waste supervisors.
2. Supervises of the Public Works maintenance shop, streets and building maintenance personnel.
3. Oversees operations of the Water/ Sewer and Solid Waste Departments reviewing water and sewer laboratory tests and maintenance of municipal water and sewer systems and solid waste facilities. Ensures compliance with all State and Federal regulations and permit requirements.
4. Prepares all departmental budgets as necessary and submits to the City Manager; assures conformance as required.
5. Responsible for all City building inspections.
6. Responsible for safety regulations.

OTHER RESPONSIBILITIES:

1. Assumes other duties and responsibilities as required, including packaging and bidding projects.
2. Performs other work related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Knowledge of construction materials and techniques for public buildings, roads and streets, drainage, water/sewer, solid waste, and parks.
2. Minimum one year of supervisory experience; combination of experience and formal education will be evaluated and considered.
3. Ability to establish and maintain effective working relationships with employees, the public, state, and federal agencies.
4. Ability to communicate effectively both orally and in writing.
5. Ability to manage multiple programs, often under schedule deadlines.
6. Ability to organize and plan effectively and efficiently.