

City of Cordova Position Job Description

PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

SUMMARY

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Department including Water, Sewer, Streets, Shop, Refuse, and Facilities Maintenance; coordinates activities with other City departments and outside agencies; and provides complex administrative support to the City Manager and Department Heads. Supervises, manages and coordinates with Division Superintendents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Assume full management responsibility for all Public Works department services and activities; recommend and administer policies and procedures.
- Manage the development and implementation of Public Works department goals, objectives, policies, and priorities.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service methods and procedures; allocate resources accordingly.
- Supervise division Superintendents; select, motivate and manage Public Works department personnel; work with employees to correct deficiencies; provide or coordinate staff training.
- Plan, direct and coordinate, through subordinate level superintendents, the Public Works department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with superintendent staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Manage and participate in the development and administration of the Public Works department and budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Research, identify, and pursue alternative funding sources to supplement traditional revenue streams for public works projects. This can include grants, bond financing, and other innovative financing mechanisms.

- Develop and issue requests for proposals (RFPs) and invitations to bid (ITBs) for various projects, ensuring compliance with City Code and regulatory requirements. Evaluate proposals and bids received, recommending selections to management and Council. Foster transparent and competitive procurement processes in alignment with code.
- Evaluate and forecast the City's public work needs; develop and design capital improvement projects and an ongoing 5 year plan for public works.
- Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications; inspect construction of work; recommend modifications; process payment requests.
- Review engineered plans, specifications and related documents.
- Represent the Public Works department to other City departments, elected officials, outside agencies and the public.
- Coordinate Public Works department activities with those of other departments and outside agencies and organizations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Provide staff assistance to the City Manager; supplies information and support to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
- Serves as back up Designated Employer Representative for the City's FMCSA/DOT and non-DOT drug testing program.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Public Administration, Business Administration, or Law. Combination of education and experience may be considered as an equivalent.
2. Two years of administrative and supervisory experience.
3. Valid Driver's License.

PREFERRED QUALIFICATIONS

Four years of increasingly responsible experience in public works or engineering.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

Knowledge of:

- Operations, services, and activities of a comprehensive public works maintenance program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of staff.
- Delegate authority and responsibility.

- Oversee and direct the operations, services and activities of the divisions within the Public Works department.
- Review and evaluate plans, specifications and construction estimates for public works projects.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and administer large and complex budgets.
- Establish and maintain effective working relationships.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings may be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the general public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____

