

CITY OF BURIEN, WASHINGTON JOB DESCRIPTION

Title: Public Works Director
FLSA Status: Exempt

Dept.: Public Works
Reports to: City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Leads, plans, organizes, directs and controls the City's public works functions including engineering services, project management, development review, transportation services, street maintenance, traffic, and surface water management.

Essential Functions:

- Supports and models the identified vision, values and behaviors of the organization.
- Plans, organizes, directs, and evaluates public works functions including engineering services, capital improvements, project management, development review, transportation, street maintenance, and surface water management.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepares, coordinates, and implements responses and recommendations to the City Manager, City Council and other department directors.
- Develops and administers departmental budget, including forecast of funds for staffing, equipment, materials, and supplies and monitoring of expenses.
- Provides managerial assistance to subordinates in planning and implementing programs.
- Sets direction, goals, objectives, and priorities for the department.
- Performs short- and long-range planning activities.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Manages construction and service contracts in accordance with applicable city, state and federal requirements;
- Prepares materials for and makes presentations to elected officials and the public.
- Investigates and responds to complaints regarding Public Works operations.
- Coordinates activities of Public Works Department with those of other City departments, governmental agencies, and private and public utility companies.
- Establishes and updates organization and department procedures as needed.
- Provides managerial leadership and supervision to subordinates.
- Attends Council meetings and a variety of other special interest meetings as required.

Secondary Functions

- Oversees grant application process.
- Serves as a member of the City's emergency response team.
- Performs related duties as assigned.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives.

Supervisory Responsibility

Directly and indirectly supervises professional, technical, and administrative support staff; recommends personnel actions, arranges and provides training; schedules staff; assigns and prioritizes work; reviews performance, takes or recommends disciplinary actions; conducts staff meetings.

Interpersonal Contacts

The Public Works Director interacts extensively with the other staff, the City Manager, appointed and elected officials, contractors, businesses, and other governmental agencies.

Specific Job Skills

Advanced knowledge of:

- Engineering principles and techniques of modern public works facilities and services including street and traffic operations and maintenance, surface water management, equipment and materials, land conservation, trails, and parks facilities.
- Modern methods and techniques applied to planning, design, construction and maintenance of public works facilities projects including thorough understanding of contract specification and documents, and bidding procedures.
- State and federal laws and procedures, and requirements related to municipal engineering and public works programs.
- Project management.
- City, State, Federal and APWA codes, ordinances, specifications, policies, procedures and standards.
- Municipal government operations and environmental policies and laws.
- Organizational, fiscal, and supervisory practices and principles.
- State and federal financing programs including but not limited to the Washington State Public Works Trust Fund, Transportation Improvement Board, Washington State Department of Trade and Economic Development Community Revitalization Board.

Ability to:

- Effectively lead, plan, organize, assign and supervise work of department.
- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Plan, develop and maintain complex detailed projects and programs.
- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Design and evaluate public works projects to ensure objectives are met and codes are followed.
- Exercise flexibility.

- Present and lead technical discussions at meetings.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Recognize occupational hazards and utilize standard safety practices.

Mental Abilities

Continuous decision making, interpersonal skills, teamwork, creativity, training/supervising, use of discretion, mentoring, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent problem analysis, and performance of basic math; and occasional customer service; and rare presentations/teaching, negotiation, and performance of advanced math.

Physical Abilities

Frequent standing, walking, sitting, fingering, talking, hearing, and repetitive motions of hands and wrists; occasional feeling; and rare stooping, crawling, kneeling, climbing, handling, bending, and repetitive motions of feet. Position requires the ability to lift, push, pull, and carry ten pounds.

Education and/or Experience

Bachelors Degree in business administration, public administration, civil engineering or related field plus ten years progressively responsible administrative experience in the public works field, including five years in a supervisory capacity OR a combination of education, training and experience which provides an equivalent background sufficient to perform the work of the position. Masters Degree preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Significant experience in local government public works and contract management.
- Professional Engineer License (PE) preferred.

Job Conditions

Work is performed primarily in an office environment with moderate noise level and occasionally in the outdoors. Position involves travel to a variety of locations to perform site visit work and/or attend meetings. Employee must be able to occasionally work irregular hours, for evening meetings and during emergency situations.

Hazards

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals, and inclement weather conditions.

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