

# CITY OF ENUMCLAW

## JOB DESCRIPTION

---

<b><u>Position Title:</u></b>	<b>Public Works Director</b>
<b><u>Department:</u></b>	<b>Public Works</b>
<b><u>FLSA Status:</u></b>	<b>Non-Union, Exempt</b>
<b><u>Pay Grade:</u></b>	<b>44.nu</b>

### **NATURE OF WORK:**

Under general administrative direction, to plan, direct, manage and oversee the activities and operations of the Public Works Department including engineering, solid waste collection, equipment rental and the maintenance of facilities, parks, streets, water, wastewater, natural gas and storm drainage systems; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

### **ESSENTIAL FUNCTIONS:**

- Assume full management responsibility for all department services and activities including engineering, solid waste collection, equipment rental and the maintenance of facilities, parks, streets, water, wastewater, natural gas and storm drainage systems; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Supervise division managers and department support staff, either directly or through subordinates.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Oversee engineering functions; review and approve technical plans, drawings, papers, reports and specifications; interpret technical materials; direct construction, maintenance and project management efforts.
- Manage, direct and implement long-range planning activities including comprehensive utility plans, Stormwater Management Plan, Six-Year Transportation Improvement Program (TIP), utility capital improvement plans (CIPs) and related programs.

- Negotiate and administer franchise, professional, construction and service contracts and agreements.
- Oversee project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Oversee and develop procedures, policies and systems related to transportation, water, wastewater, natural gas distribution, storm water, solid waste collection, parks, building maintenance, construction inspection, subdivisions, mapping, surveying and environmental services.
- Oversee the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other departments, elected officials and outside agencies;
- Coordinate assigned activities with those of other departments and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and professional engineering.
- Provide staff assistance to the City Administrator; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

**REPORTING RELATIONSHIPS:**

This position works under the broad policy guidance and direction of the City Administrator.

**QUALIFICATIONS:**

**Knowledge of:**

- Operations, services and activities of a comprehensive public works program.
- Principles and practices of building, public works construction and maintenance.
- Operational characteristics of water and wastewater treatment and storm drainage systems.
- Principles and practices of program development and administration.
- Modern and complex principles and practices of design and construction.
- Methods and techniques of contract negotiation and administration.
- Principles and practices of municipal budget preparation and administration.

- Principles of supervision, training and performance evaluation.
- Occupational hazards and standard safety precautions.
- Civil engineering principles, practices and methods as applicable to a municipal setting.
- Applicable city, state and federal laws, codes and regulations.
- Correct use of the English language, grammar and vocabulary.

**Ability To:**

- Manage and direct a comprehensive public works program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Oversee a variety of professional engineering functions.
- Review and approve technical plans, papers, reports and specifications.
- Negotiate and administer various contracts and agreements.
- Perform complex mathematical calculations.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations firmly, tactfully and impartially.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet established deadlines.
- Maintain regular, reliable and punctual attendance.
- Operate computers and related equipment.
- Observe legal and defensive driving practices.

**Education and Experience:**

- Equivalent to graduation from an accredited college or university with a Bachelors degree in civil engineering, public administration or a closely related field; and
- Six years of increasingly responsible public works administration including three years of management and administrative responsibility and including at least two years experience with municipal utilities.

**License/Certification:**

- Valid Washington State Driver's License is required.
- Possession of a valid registration as a Professional Civil Engineer in the State of Washington is desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment; exposure to computer screens.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard.

**Vision:** Visual acuity to read computer screens.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.