

**City of Tenino Job Description
Public Works
Management/Exempt**

DIRECTOR OF PUBLIC WORKS

This Position Description is the position description referred to in the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.

NATURE OF WORK: Under the direction of the Mayor, plans, directs, manages, and oversees the activities, projects, and operations of the Public Works Department, including street maintenance and construction, central maintenance; coordinates assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are not inclusive of all duties, and the incumbent performs other related duties, as required.

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance and solid waste services: recommend and administer policies and procedures.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. 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.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department Personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend Public Works Department Programs, Policies, and activities; negotiate and resolve sensitive and controversial issues.

9. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
10. Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
11. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions / developments.
12. Represent the Public Works Department to the general public, coordinate/ facilitate Public Works activities with public service needs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Operational characteristics, services, and activities of a comprehensive public works program.
2. Construction techniques involving streets and roads, drainage systems, flood control, and sanitary sewers.
3. Principles and procedures of facility maintenance.
4. Principles and practices of program management, development, and administration.
5. Principles and practices of municipal budget preparation and administration.
6. Principles of supervision, training, and performance evaluations.

Skills:

1. Management skills to analyze programs, policies, and operations needs.
2. Coordinate, design, construct, inspect, and maintenance activities for a variety of projects.
3. Develop and administer goals, objectives, and procedures.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Select, supervise, train, and evaluate staff.
8. Lead and direct the operations, services, and activities of the Public Works Department.
9. Determine the feasibility of various municipal projects.

Ability to:

1. Delegate authority and responsibility.
2. Plan, organize, direct, and coordinate the work of lower level staff.
3. Operate heavy equipment (backhoe, excavator, grader, slope mower, vector truck, dump truck.)

4. Prepare clear and concise administrative and financial reports.
5. Prepare and administer complex budgets.
6. Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations.
7. Follow all safety rules and regulations of the department to which assigned.

MINIMUM QUALIFICATIONS:

Education: Must possess a High School Diploma.

Experience: Five years of increasing experience in public works management, construction, or a closely related field and four years of administrative and supervisory responsibility. At the discretion of the selecting official, four years of experience may be substituted for the education requirement.

Licensing/Certification: Must possess a valid Washington CDL Class B, with tanker endorsement. Basic Surveying; Confined Space Training; Sewer Pump Repair Training. At the time of hire, must be qualified as a Water Distribution Manager 1; within one year of hire, must become qualified as a Water Distribution Manager 2 and be certified as a Cross-connection Specialist.

Other requirements. Within the first six (6) months of employment, must be able to be physically present at an on-site emergency within the City within 30 minutes of notification. Failure to do so shall result in termination.

PHYSICAL LIMITATIONS: Work is performed in a combination of indoor and outdoor environments, including in inclement weather. Essential and marginal functions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; operating motorized vehicles; and lifting 50 pounds.