

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;">Public Works Director</p>
DEPARTMENT <p style="text-align: center;">Public Works</p>	CLASS/EXEMPT STATUS <p style="text-align: center;">Exempt</p>
DIVISION	SUPERVISOR <p style="text-align: center;">City Manager</p>
CLASSIFICATION RANGE <p style="text-align: center;">M19</p>	

POSITION DESCRIPTION

Under the general direction of the City Manager, the Public Works Director provides strategic planning, supervision, budgetary management and oversight, intergovernmental representation, administration, and direction for the operation of the Public Works Department consisting of water treatment and distribution, sewer collection, drainage, streets and traffic, parks, and community facilities divisions.

ESSENTIAL FUNCTIONS

Manage Operations of the Public Works Department.

- Direct and supervise the activities of the Public Works Department.
- Assign duties and responsibilities and evaluate overall department performance.
- Communicate expectations of employees, facilitate training opportunities, and ensure timely evaluation of individual performance.
- Serve as chief technical advisor to the City Manager and Council regarding the operations of public works systems and facilities.
- In collaboration with the City Manager, provide leadership to develop strategic plans related to the operation of the department's goals, personnel allocation, budget and operation.

Administration and contract management.

- In collaboration with the City Manager, Public Works Superintendent, City Engineer and others to establish public works strategies for addressing the needs of the city.
- Analyze bids and proposals in accordance with regulatory requirements and established policies, and select the most cost-effective providers of goods and services.
- Participate in the development and update of engineering standards in collaboration with the City Engineer.
- Participate in the development, design, and construction of city infrastructure projects.
- Provide facilities management planning and direction.
- Provide written monthly and annual reports.

Provide professional regional committee representation.

- Participate in regional governance on boards and committees as assigned. (Three Rivers Regional Wastewater Authority; SW Washington Regional Airport; Cowlitz-Lewis Economic Development District; Solid Waste Advisory Committee; Regional Transportation Planning Organization)
- Other special committees as assigned

Manage the budgetary aspects of the Public Works Department.

- Prepare and submit bi-annual budget for the Public Works Department.
- Analysis of revenues and expenditures.
- Monitor utility rates and coordinate updates for fiscal sustainability of enterprise funds.
- Monitor and adjust activities to reflect the current status of the operations budget.
- Prompt resolution of line item expenditures in variance with the budget.

Essential Functions (cont'd)

Function as a Member of the City's Executive Management team.

- Assist with development of City strategic planning.
- Collaborate with development of City capital improvements program for all departments.
- Participate in development and implementation of policies for personnel, risk management, City administration.

Service Objective-responsibilities to citizens.

- Courteous and respectful.
- Responsive to citizen requests.
- Cost effective use of city resources.

Supportive Work Environment

- Treat other employees with respect.
- Support a positive work environment.
- Keep others informed of work issues and programs by maintaining quality communication.
- Work to resolve issues of conflicting personalities and needs.
- Display initiative to resolve problems and capitalize on opportunities in the job.
- Maintain a work environment supporting fair and equal treatment of employees with Equal Employment Opportunity Guidelines.
- Manage administrative projects and programs as directed by the City Manager and in coordination with Department Heads, consultants, and vendors.
- Make presentations to internal staff, the City Council, and Boards and Commissions as necessary.
- Perform other duties as assigned by the City Manager.

KNOWLEDGE, SKILLS & ABILITIES

The position incumbent works in a variety of environments ranging from the office to sites in the field. Typically work is performed in the office, with some time spent in the field in the proximity of heavy equipment and vehicles in a variety of climates.

- Thorough knowledge of the principles, practices, techniques and standards in the following areas:
 - Road and street construction
 - Water distribution/treatment
 - Parks and Recreation
 - Personnel Management
 - Sewage collection/treatment
 - Solid waste collection/disposal
 - Facilities management
 - Fleet management
- Knowledge of the operation and maintenance requirements of the equipment and machinery used in the public works operation.
- Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.
- Thorough knowledge of safety standards, practices and procedures relating to all facets of public works.
- Ability to effectively use oral and written communication in the performance of duties and responsibilities.

Knowledge, Skills, and Abilities (cont'd)

- Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
- Ability to effectively apply accepted supervision and management techniques in the direction of the Public Works Department.
- Knowledge of personal computing systems and software programs; such as, word processing, spreadsheets, databases, presentation programs, graphical information systems.
- Knowledge of municipal budget preparation and process, revenue forecasting, and long-range planning.
- Knowledge of supervisory principles and practices.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Requires a Bachelor's degree in civil engineering or closely-related field, and two years' progressively responsible experience supervising professional and technical staff engaged in public works infrastructure operations and maintenance. A Master's degree in a related field may substitute for two years of professional experience. Registration as a Professional Civil Engineer is preferred.
- Or, a combination of education and experience that demonstrates the ability to perform the essential functions of the job.

EXPERIENCE

- Minimum six years progressively responsible experience in public works or civil engineering, preferably within a municipal organization, and at least four years supervisory experience within a public works or engineering department of a public agency.

SPECIAL REQUIREMENTS

- Preference for registration as a Professional Engineer in the State of Washington.
- A valid driver's license is required.
- Appointees not possessing a valid Washington State Driver's License upon hire must obtain one within 30 day of hire.
- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
D. Sypher	12/2/2013			S. Taylor	12/11/2013	S. Taylor	12/11/2013