

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: DIRECTOR OF PUBLIC WORKS

General Functions:

This position reports to the City Manager and is a member of the management team that provides collaborative leadership to the overall operation of the City. Performs administrative work and coordinates projects involving the engineering and operations divisions of the Public Works Department. Supervises and maintains an organization through which all public works projects are properly planned and designed. Supervises the Operations Supervisors for the water, streets, sanitary sewer and storm sewer divisions, as well as the City Engineer. This position works to facilitate collaboration and cooperation with other city departments.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks, which an employee may be expected to perform.)

1. Works well with all city employees.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Supervises the operation of the Engineering, Streets, Water, Sanitary Sewer and Storm Sewer Divisions. Assigns, reviews, and approves completed work.
4. Facilitates and monitors the preparation of plans, specifications, cost estimates and inspections on Public Works projects of the City.
5. Supervises the Operations Supervisors and the City Engineer regarding specifics, types, grades, alignments, and materials on various projects.
6. Responds to citizen inquiries. May handle complaints as they relate to engineering and public works. This includes interpretation of City ordinances and codes.

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7. Prepares the Engineering division and the Public Works department annual budgets for the City Manager. Also, is responsible for controlling budgetary expenditures within the guidelines established.
8. Facilitates the cooperation and collaboration necessary for effective and efficient work with other departments within the city, as well as outside agencies.
9. Evaluates the work performance of personnel including making recommendations on hiring and discipline.
10. Required to attend evening meetings.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

- i) Requires graduation from a four (4) year college or university with a Bachelor's degree in public administration, engineering or a related field. Five (5) years of successful experience managing a municipal public works operation. Possession of, or the ability to acquire, a valid Oregon Driver's License at the time of appointment.

b) Training:

- i) Any satisfactory equivalent combination of experience and training which insures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.

2) Supervision:

Received: Works under the general supervision of the City Manager, who assigns broad work details and reviews work for conformance to established rules and regulations.

Exercised: Supervises the City Engineer and Operations Supervisors in the Public Works Department.

3) Communication:

Requires daily communication with City staff, including City Manager and Department Heads. Requires regular contact with builders, developers, City residents and the City Officials. Also requires frequent contact with agencies outside the city organization.

4) Cognitive Functions:

Knowledge of modern principles, practices and techniques as found in administration, organization and operation of public works.

Requires ability to supervise personnel by assigning and reviewing work for conformance to departmental rules, policies, regulations and ordinances; ability to prepare and present effective oral and written reports; and ability to establish and maintain effective working relationships with City Manager, public officials, employees and the general public.

5) Working Conditions:

Work is in an office environment. Some field assignments, as necessary. Schedule may vary based on the need to attend night meetings.

6) Resource Accountability:

Is responsible for compiling and administering the Engineering and Public Works budgets.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.