

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Department: Public Works

Employee Group: Management and Confidential

FTE Status: Full Time

FLSA Status: Exempt

Salary Grade: 10

Date: January 2019

General Function:

This position reports to the City Manager and/or Deputy City Manager and is a member of the executive team providing collaborative leadership to the overall operation of the City. Performs administrative and professional engineering work and coordinates projects involving engineering with other city departments. Provides management and supervision to the Engineering Division and to the Operation's Divisions of the Public Works Department which includes street maintenance, vehicle maintenance, environmental services, and the City's water system. Maintains an operation through which all public works capital projects are properly planned, designed, and constructed.

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:

Duties and Responsibilities:

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Manages and supervises the operation of the Public Works Department. Assigns, reviews, and approves completed work and projects including plans, specifications, cost estimates and inspections.
4. Serves as the City representative to federal and state agencies and other jurisdictions to advocate City policies regarding engineering issues including exchanging knowledge and resolving conflicts.

5. Represents the City Manager in technical aspects of Public Works operations.
6. Supervises the design and preparation of plans and specifications for multiple divisions including all civil engineering projects including streets, water, sanitary sewers, storm, sidewalks, etc.
7. Plans, organizes, directs and coordinates the department. This includes providing centralized financial management, training, human resource management, public information and project management services for the department.
8. Plans, directs and participates in the development and implementation of goals, objectives, policies and priorities for Public Works.
9. Responsible for controlling budgetary expenditures within the guidelines established and overseeing maintenance of assigned city assets.
10. Required to attend evening meetings and appropriately lead assigned emergency activities which may extend beyond normal work hours.

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

Specifications:

1. Job Preparation:

Requires graduation from a four (4) year college or university with a Bachelor's degree in civil engineering and registration as a Professional Engineer with the ability to obtain Oregon registration within one (1) year from the date of hire. Requires a minimum of 5 years of responsible municipal public works and engineering experience and a minimum of 3 years in a supervisory role. Must possess a valid Driver's License at the time of appointment.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work, as determined by the hiring authority, and maintain registration as a Professional Engineer in Oregon may be substituted for the above.

2. Supervision:

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

Exercised: Oversees and supervises mid-management personnel in Public Works, including developing performance objectives, and evaluating staff performance.

3. Communication:

Requires daily communication with City staff, including City Manager and Department Heads. Requires regular contact with builders, developers, City residents and City Officials.

4. Cognitive Functions:

Knowledge of modern principles, practices and techniques as found in the administration, organization and operation of a Public Works department.

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; ability to make sound engineering decisions under all conditions, and ability to establish and maintain effective working relationships with City Manager, public officials, employees and the general public.

Must have ability to manage special projects and programs including engineering studies. Prepares reports and makes presentations to the City Council and citizen groups.

5. Working Conditions:

Work is primarily in an office environment, with frequent driving to site locations and facilities is required. Some field assignments such as capital project field oversight and operations asset management (inspection/supervision) may be required. Schedule may vary based on the need to attend night meetings and respond to emergency activities.

6. Resource Accountability:

Is responsible for administering the assigned Public Works budgets for both operations and capital expenditures.

Director of Public Works/City Engineer

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The job classification 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.

Employee Signature

Date