

City of Springfield, Oregon: Public Works Director

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: Not Represented	FLSA: Exempt
Job Code: 188117	Grade/Range: 45
	Effective Date: April 1995 (Rev. 2008.03)

General Summary of Duties

Under the administrative direction of the City Manager, plans, directs, and reviews the activities of the Public Works Department including engineering, maintenance, transportation, environmental services, support services, and data processing; coordinates assigned activities with other City departments and outside agencies; and provides professional and technical administrative support to the City Manager; and performs related duties as assigned.

Distinguishing Characteristics

The Public Works Director directs and is responsible for the entire Public Works Department.

Supervision Received and Exercised:

Supervised by the City Manager; responsibilities include direct and indirect supervision of professional, technical and administrative support staff.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Serves as the City's Public Works authority on the Executive Team by contributing to policy formulation, program development, organizational planning, strategic planning and by closely communicating and cooperating with other team members;
- Serves as the Public Works Department's point of contact and liaison for the Mayor, City Council and City Manager;
- Reviews and approves all Public Works written and oral communications with the Mayor and City Council;
- Serves as Executive Officer for the Metropolitan Wastewater Management Commission (MWMC);
- Directs, plans, coordinates, and evaluates the operations of the Public Works Department including the Engineering, Environmental Services, Transportation, and Maintenance divisions while adhering to City/departmental goals and procedures;
- Coordinates department activities, discusses issues, and resolves problems with other departments, outside agencies and organizations;
- Directs, and participates in the development and implementation of goals, objectives, policies and procedures;

- Selects, trains, motivates, and evaluates personnel; establishes standards of performance and works with employees to correct deficiencies; implements discipline and termination procedures; appoints division managers, and assigns or delegates responsibilities to them;
- Reviews plans, reports, budget estimates and proposed policy submitted by division heads;
- Directs, oversees and participates in the development of the departmental work program; reviews and evaluates work products, methods and procedures;
- Administers, prepares, and coordinates the departmental budget; oversees the management of Public Works dedicated and enterprise funds; oversees the administration of systems development charges and sewer and storm drainage user fee rates; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments;
- Administers the City's exclusive and non-exclusive franchise agreements and negotiates new agreements when necessary;
- Provides technical guidance for the City Manager, the City Council and their appointed Boards and Commissions, and the Springfield community, as the need arises for expertise in the area of public works;
- Represents the department and the City regarding public works matters, in order to accomplish organizational objectives in the area of general public relations or in specific occurrences, such as meetings, conferences, or public inquiries;
- Directs and monitors public facilities planning; prepares and maintains a Citywide Capital Financing Plan; prepares an annual Capital Improvements Program;
- Develops and maintains cooperation and communication between employee bargaining units and department managers and supervisors; advises managers and supervisors on City and Department policies; coordinates with the Human Resources Department for all significant labor relations issues;
- Provides complex staff reports and research on public works projects.

Qualifications

Knowledge of:

- Extensive knowledge of the principles and practices of public works;
- Extensive knowledge of organization, administration, personnel management, strategic planning, resource allocation, leadership, and coordination of people and resources as they relate to government operations;
- Extensive knowledge of the responsibilities and statutory obligations of municipal engineering;
- General knowledge of Oregon Budget Law and thorough knowledge of organizational budget methods, procedures, and techniques;
- Knowledge of data processing capabilities and applications;
- Knowledge of principles and practices of contract administration;
- Knowledge of principles and processes for providing customer and personal services; includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Ability to:

- Ability to apply City, County, State and Federal laws, regulations, policies, and procedures as they relate to public works;
- Ability to develop, implement and maintain a long-range public works strategic plan;
- Ability to be an active participant in the community, and represent the City in Public Works matters;
- Ability to organize, direct and coordinate the activities of a large department in a manner conducive to full performance and high morale;
- Ability to lead and manage with a team-oriented management style;
- Ability to gain cooperation and consensus through discussion and persuasion;
- Ability to prepare and administer a budget;

- Ability to clearly and effectively communicate technical information and ideas both orally and in writing to the City Council, Commissions, Boards, other agencies, and a variety of subsets of the general public;
- Ability to establish and maintain harmonious working relationships with a diverse group of stakeholders including employees, unions, managers, Mayor and City Council, the business community, developers, the homebuilders association, and other governmental agencies, particularly the staff and elected officials of the partner agencies comprising the Metropolitan Wastewater Management Commission (MWMC);
- Ability to prepare complex reports that are accurate and understandable by lay persons;
- Ability to effectively use business and office software such as Microsoft Office or Microsoft Project sufficiently to perform the duties of the position;
- Ability to understand and direct the use of business and industry specific software and systems;
- Ability to listen, speak and relate well in public to a diverse set of audiences.

Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Graduation from a four year college/university with major coursework in public administration, civil engineering, environmental science, or a degree in another related field, and six years of progressively responsible professional experience in public works operations, to include a minimum of two years at the mid-management level or higher. A Master's degree in a relevant field may be substituted for one year of the non-managerial experience, or any combination of education and experience which provides the required knowledge, skills, and abilities.

Required Special Qualifications

None.

Working Conditions

Work is primarily performed in an indoor office setting; however, incumbents make occasional visits to field operations and public works development sites, which require climbing and traversing over rough, uneven, and/or rocky terrain. When working in the office, incumbents typically work at a desk entering and retrieving data from a computer or terminal, or sitting for extended periods of time in conference or other meeting rooms with the ability to move about at will. A computer keyboard is used to enter and retrieve data and requires continuous or repetitive arm-hand movements. Incumbents read and comprehend written material and make inferences from the contents. Verbal communication is conducted face to face, on the telephone, and in group meetings. Incumbents may also be required to move objects weighing less than 20 pounds, such as computer reports, for distances of under 50 feet.