

Classification: Competitive

Approved: 01/09/2018

## DIRECTOR OF PUBLIC WORKS

Distinguishing Features of the Class: The work involves responsibility for planning, directing and overseeing the safe and efficient operation of the Streets, Equipment Maintenance, Parks, Building Maintenance, Street Lighting, Municipal Water and Sewer, and Wastewater distribution divisions. An employee in this position is allowed leeway for planning and directing activities and dealing with emergency conditions. Work is performed under the general supervision of the Mayor with leeway for the exercise of independent judgement and decision within prescribed limits. Supervision is exercised over the work of all subordinate personnel within these divisions.

### Typical Work Activities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Supervises, oversees and directs the staff and day to day operations of the Streets, Equipment Maintenance, Parks, Building Maintenance, Street Lighting, Municipal Water and Sewer, and Wastewater distribution divisions and responsible for the overall administration of same.
- Plans, organizes, controls, integrates and evaluates the work of the divisions; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission, Mayor and Council priorities; directs the development of and monitors performance against the annual divisional budgets; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards; *enforces safety rules, safety policies, and OSHA regulations to maintain a safe environment for all the City crews under his/her responsibility when performing City maintenance duties.*
- Plans, organizes, directs and evaluates the performance of divisional staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; advises Mayor of disciplinary action and addresses performance deficiencies in accordance with the City's personnel rules and policies.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, streets, parks, buildings, water distribution and wastewater collection system infrastructure.
- Advises the City Council, Mayor, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of

programmatic and service delivery problems in the delivery of public works services; assists in the preparation of new City ordinances and the revision of existing ordinances.

- Coordinates with the City Engineer, Chief Water Plant Operator and Chief Wastewater Treatment Plant Operator and the work of a wide variety of independent service providers, including consultants, public works maintenance and construction contractors, water and sewer maintenance and construction contractors, tree maintenance contractors and others.
- Monitors developments related to public works matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Represents the department at a variety of meetings both within and outside of the city; develops and maintains effective working relationships with municipal, county, state and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.
- Assists in the development of specifications, bid documents and estimates for a variety of public works projects on streets, sewers and water systems; and reviews bids and proposals for recommendation of contract awards;
- Assists in project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project;
- Responsible for the identification of capital infrastructure projects in accordance with the City's Capital Improvement Plan (CIP), Equipment Replacement Plan (ERP) and other operational plans involving the City infrastructure systems;
- Reviews and advises on development plans and permits for work in City rights-of-way;
- Maintains records and makes reports of departmental and divisional activities;
- Investigates complaints by and reviews special requests from municipal, county, and state agencies and other consumers;
- Attends meetings and conferences to assist in the formulation of policy *and implementation of best practices* relating to departmental activities;
- Complete all other duties as assigned.

#### Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Thorough knowledge of the principles, procedures and equipment used in the construction, operation and maintenance of streets, sewers, parks, street lighting, water distribution systems and other related public works activities; *Strong management skills required*; good knowledge of federal, state and local laws, ordinances, and permitting governing the construction of streets and other municipal installations; demonstrated ability to plan, direct *and supervise* the work of others; ability to prepare, read and interpret plans, blueprints, specifications; ability to maintain records and prepare detailed reports; ability to follow complex oral and written directions; ability to get along well with others; initiative, resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

#### Minimum Qualifications:

1. Graduation from a regionally accredited or NYS Registered College with a Bachelor's Degree in Public Administration, Business Administration, Civil

Engineering or closely related field and six (6) years of full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field; or

2. Eligibility for a professional Engineering License issued by the State of New York and possession at the time of appointment and six (6) years of full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field; or
3. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Public Administration, Business Administration, Civil Engineering or closely related field and eight (8) years of satisfactory full-time paid experience in a responsible management position involving public works, water or sewer utilities or closely related field.