



CITY OF BLAINE JOB DESCRIPTION

JOB TITLE: Public Works Director
REPORTS TO: City Manager
SUPERVISES: Maintenance and Operations Manager, Engineering Program Director,
Senior Accountant
STATUS: Exempt/Salary

POSITION SUMMARY

Plan, organize, control and direct all activities of the Public Works Department in accordance with State law, Federal law and City Code. Responsible for leadership and management of all department personnel and services including engineering, capital programming, construction, and maintenance & operations (M&O). Public Works divisions include electrical power and lighting, streets, water treatment, water storage and distribution, wastewater collection and treatment, storm water management, fleet, public facilities, parks and cemetery. In addition, this position coordinates and performs planning, budgeting, and contractor liaison duties. Participates in the city management team. Attends City Council and other designated activities and meetings. Responsible for effective performance of department employees, management of department budget, and for the application and administration of State and Federal grants for Public Works functions.

ESSENTIAL JOB DUTIES:

1. Participates as a member of the City management team to assist in planning, organizing, and implementing policies that implement the City's Comprehensive Plan and achieve the City's Strategic Goals.
2. Supervises assigned personnel which includes selecting, training, scheduling, directing, coaching, conducting performance appraisals, effectively communicating through team meetings and memos/emails, and involvement in and recommendations for disciplinary action, including termination.
3. Provides the highest quality of departmental services, develops and manages a departmental organization of the highest professional standards and assures department operations are maintained within budget limitations.
4. Manages the utility rate setting process. Works with the Finance Director on revenue forecasts and recommendations for alternative financial proposals and implements associated programs.
5. Works with staff to evaluate operational requirements and plan for capital replacement as necessary to assure the infrastructure integrity and financial stability of the utilities.
6. Oversees assigned staff to ensure successful completion of civil engineering, Public Works construction, and M&O work completed by City staff or outside consultants. Supervise, through delegation to the supervisors and staff, all departmental employees.

7. Makes recommendations to City Manager on all personnel actions such as hiring, training, terminations, discipline, number and organization of employees, and implements approved actions.
8. Develops and implements contemporary departmental operating policies and procedures in accordance with applicable law, court decisions, industry best practices and modern management principles and techniques.
9. Administers and makes final decision on all service contracts and capital equipment purchases, both major and minor, including types of apparatus and equipment to be used within budgetary limitations.
10. Receives, evaluates and resolves complaints pertaining to department employees and/or operations.
11. Prepares or oversees the preparation of applications and supporting data for Federal or State-funded programs; responsible for administration and compliance of Federal and State laws regarding project funding, bid requirements, consultant selection, and construction standards.
12. Represents City and acts on City's behalf with local, State, Federal and Canadian agencies, and public organizations, citizens, media, boards or commissions as required.
13. Develops, implements and controls approved departmental long-and short-range goals and objectives.
14. Confers with City Manager on administrative matters, legislation and policies, making recommendations for action.
15. Oversees assigned staff in review and approval of preliminary and final plans and specifications for municipal and private development engineering projects.
16. Selects consultants and manages contracts for consulting services.
17. Attends City Council meetings as required; acts as technical and management advisor on engineering and public works issues; prepares and presents written or oral reports and makes recommendations.
18. May provide technical assistance to other City departments as needed. Reviews and edits reports issued by other departments for Public Works department implications.
19. Oversees the production of capital improvement programs and long-range service or facility plans for street, water, sewer, storm, sanitary sewer, and electrical utilities.
20. Prepares, administers and controls department budget, including utility funds and State/Federal assistance funds, authorizing and monitoring expenditures, directs the development of department's accounting and cost analysis systems.
21. Directs contingency planning, and, when required, responds to 24 hour calls or emergency situations.
22. Provides support to other departments for multidisciplinary matters such as traffic control, code enforcement and facility maintenance.
23. Coordinates the administration of applicable codes with other departments.

OTHER JOB FUNCTIONS:

24. Attends management and professional meetings and seminars as required.
25. Completes continuing education related assignments; performs back up duties as required; and assists supervisors, administrative team, and crews on projects and day-to-day activities.
26. Interacts with outside agencies and groups as well as other City departments on Public Works issues.
27. Other duties as may be assigned as designated by the City Manager

QUALIFICATIONS

Education and/or Experience

- Masters of Public Administration or Masters of Business Administration.
- Bachelor's Degree in Civil Engineering or a related field, desirable.
- Six (6) years of increasingly responsible experience in a public agency or a civil engineering setting, including four (4) years of administrative and supervisory responsibility.
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills and Abilities:

- Knowledge of organizational, fiscal, personnel and supervisory practices and principles.
- Ability to supervise department employees in a manner conducive to efficient and effective performance in a union workplace environment.
- Knowledge of principles and techniques of budget development and administration of multiple enterprise funds.
- Ability to plan, implement, and evaluate a wide variety of simultaneous Public Works programs.
- Ability to communicate effectively, both orally and in writing; in clear, concise language appropriate for the purpose and variety of parties addressed. Use tact, discretion and courtesy to gain the cooperation of and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public.
- Knowledge of modern municipal engineering principals, methods and techniques as applied to design, construction and maintenance of public works and utility facilities and application of sound management practices to a wide variety of complex situations where decisions could have substantial impact on public safety, legal liabilities, and costs.
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies and the general public. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Thorough knowledge of State and Federal regulations governing Public Works projects.
- Ability to determine and recommend policies and procedures, as well as maintain awareness of established ordinances and other regulations which must be followed. Errors in judgment or performance would have major impact on highly visible and costly City projects, as well as negative impact on department morale.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, commissioners, public officials, and the general public.

Licenses/Certificates/Registrations:

- Must have a valid driver's license and appropriate insurance at the time of hire for work related travel. Driving record free of any significant moving violations.
- Must pass appropriate background checks.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work is performed indoors and outdoors, requires evening meetings as well as inspections in streets, parks, water and sewer treatment plants, and other locations in all weather conditions with proximity to traffic, heavy operating equipment, and other hazards. Work environment is typically in an office setting with occasional outdoor activity involving site visits for construction, field review, and city facilities. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and to have a moderate to high level of dexterity. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include far and near vision.

The employee is required to routinely drive City vehicles for site visits and attendance of meetings.

The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Date

June 2, 2020

Approved by:  Michael Jones, City Manager