



# City of Lewiston

## Job Description

<b>Job Title:</b>	Public Works Director	<b>Position Control:</b>	10198
<b>Department:</b>	Public Works	<b>Job Class:</b>	1000
<b>Classification:</b>	Exempt	<b>Position Type:</b>	Full Time
<b>Pay Grade:</b>	102	<b>Reports To:</b>	City Manager
<b>Supervises:</b>	Public Works staff		

### Summary Statement:

Manages and directs programs and activities of the Public Works Department. Responsible for transportation, sanitation, engineering and Water/Waste Water utility services; supervise and evaluate the performance of assigned personnel. Determines and implements department programs, policies and processes and conducts long term planning in support of the City strategic plan. Serves as a member of the City's Leadership Team. Appointed by the City Manager and City Council, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgement.

### Essential Job Functions:

Under the general supervisory control of the City Manager, and within the framework of governing state and local laws and policies established by the City Council, the incumbent exercises wide latitude and independence in the organization, direction, and control of department personnel and their work activities. Administrative control is exercised over a moderate number of professional, technical, skilled and unskilled employees through one or more subordinate supervisors. Day-to-day activities are monitored by the City Manager for compliance within established internal policies and procedures and to assure inter-municipal coordination and cooperation. Work is subject to review for quality and timeliness of completed projects, for effectiveness of personnel and programs management, and for general reaction of the public to the services rendered.

Plan, organize and direct the activities of the Public Works Department, including Water Systems Division, Sewer Systems Division, Sanitation Division, Engineering Division, Street Division and Traffic Division.

Determines and implements department programs, policies, and processes and conducts long term planning in support of the City strategic plan.

Manage and inspect municipal construction projects, land development under the control of the City, and work by private utilities and developers in the public right-of-way.

Oversee the management of projects and programs; assure the timely and efficient completion of work projects; assure compliance with State and local laws, codes and ordinances.

Oversees preparation of the Public Works budget and ensures financial integrity of the enterprise funds. Administers, directs, and participates in development of the department operating and capital projects budget. Presents the annual operating budget for approval by the City Manager and City Council. Authorizes expenditures in accordance with established limitations; plan and estimate cost on public works capital improvements projects.

Communicate and coordinate efforts with a variety of individuals and organizations including City employees, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.

Maintains good public relations through courteous and prompt attention to questions, conflicts and complaints regarding department action, policies or procedures. Directs development and implementation of initiatives, policies, and programs to strengthen community partnerships, public awareness and support for department programs and policies. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customer, developers and public and private agencies regarding engineering or public works matters, departments services, activities, and programs; exchange information to encourage cooperation and efficiency of department operations. Presents Public Works programs to special interest and citizens groups and the general public. Advises citizen committees on public works budget and policy issues. Establishes and



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maintains cooperative working relationships with the public, local businesses, inter-government agencies, news media, elected officials, department heads and employees. Represents the City on various committees.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare or direct the preparation of a variety of reports related to departmental operations, activities, project management and budgets; provide technical information and recommendations through formal reports and presentations to the City Manager and City Council.

Makes Utility rate recommendations.

The Director is a leader and as such communicates and supports city goals and safety practices; Motivates team members, provides effective guidance, and creates and inspires a team culture across all city team environments with an open communication culture; Participates, engages, and communicates actively with Leadership Team and is responsive and supportive of fellow team members, working collaboratively with one another toward goals of all department(s) and city; Leads by setting a good example with open, positive and productive behavior. Takes part in strategic planning and works closely with City elected leadership in setting and carrying out vision, mission, goals and objectives for the department. Models behavior that supports City values.

Provides input to long range planning and advises City Council.

Keeps up with trends and reviews and evaluates existing and proposed legislation applicable to the department.

Other duties as assigned.

### **Minimum Qualifications: (Education, Experience, Licenses, Certificates)**

Any combination equivalent to: Bachelor's degree in public administration, engineering, or a related field and significant experience in public works and management. Minimum eight years increasingly responsible experience in the various aspects of Public Works including capital projects, engineering, operations, utilities and environmental systems/programs, including oversight of the design and construction of Water and Wastewater facilities and other Public Works facilities. A Professional Engineer License preferred but not required. Minimum of five years supervisory experience required.

Valid driver's license required. Must be capable of operating vehicles safely and have acceptable driving record.

All applicants must be able to successfully pass a background check process which include reference checks and criminal history checks, or other.

### **Knowledge and Abilities:**

Federal, State and local laws, ordinances, rules and regulations relating to municipal planning, building and public works projects and activities.

City engineering principles and practices.

Federal, State and City programs, procedures and funding sources related to assigned programs, projects, activities and operations.

Modern principles and methods of management and planning, building and public works administration.

Principles and practices of administration, supervision and training.

City organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Plan, organize and direct the activities of the Public Works Department.

Develop schedules, time lines, work programs and cost estimates.

Train, supervise and evaluate personnel.



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Analyze situations and adopt an effective course of action.  
Direct the maintenance of reports and documents.  
Prepare complex and special reports.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Giving presentations to groups.  
Writing reports  
Managing projects with large budgets, long time frames, and broad scopes.  
Ability to use good judgement in problem-solving and decision making regarding complex management issues.

### Working Conditions:

Both indoor office environment and outdoor environment to oversee field projects; subject to weather conditions. Incumbent may be subjected to disgruntled or abusive individuals. Ability to see, with or without corrective lenses, well enough to read fine print and detect shades of color. Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone, in meetings and in public hearings. Enough manual dexterity to write clearly and to use normal office equipment.

Reviewed By:	<a href="#">Click here to enter text.</a>	Date:	<a href="#">Click here to enter a date.</a>
Approved By:	<a href="#">Click here to enter text.</a>	Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:	<a href="#">Click here to enter text.</a>	Date:	<a href="#">Click here to enter a date.</a>