



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

PUBLIC WORKS DIRECTOR

DEPARTMENT/DIVISION: Public Works

GRADE: DIR

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

The employee occupying this position is responsible for planning, implementing, and directing, through subordinate superintendents, the Public Works Department's programs and procedures in accordance with engineering standards, state and federal laws, and policies of the City Manager. Programs managed are broad and complex in terms of functions and staff specialization. Assignments are characterized by requirements for superior levels of management skills.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Assists with the preparation and implementation of Public Works objectives and activities, and in the evaluation of accomplishments; assists with determining program priorities through the budget process, and with developing efficient and effective organizational structure and staff.

Provides direction and supervision to the Water/Geothermal, Wastewater/Stormwater, Streets/Equipment, Facilities Maintenance and Engineering divisions; works with superintendents in setting priorities and establishing operation and maintenance programs.

Oversees and approves projects of the engineering division; reviews and makes recommendations on development projects submitted to the City; approves subdivision plats as required by ORS; works with staff to resolve conflicts between contractors, property owners, and other departments.

Works with staff to prepare proposed budgets, and oversees management of adopted department and project budgets; approves purchase requests and monitors department expenditures.

Maintains contact in writing, in person, and over the phone with other City departments, utilities, other local governments, state and federal officials, and the public to obtain and provide information and to coordinate projects.

Attends City Council, advisory committees, or other meetings, as directed by the City Manager, providing information on departmental activities.

In accordance with City policy, answers public inquiries and complaints concerning related operations; works with citizen groups affected by City operations. Acts as a representative of City at conferences, meetings and on committees, as directed by the City Manager.

Reviews and evaluates performance of department superintendents; reviews personnel actions, training requests, and employee performance evaluations.

Functions as a member of the City Manager's management staff involved in the development of short- and long-range plans, and the coordination of interdepartmental activities. Participates by contributing to policy formulation, program development and organization planning.

SUPERVISORY RESPONSIBILITIES

Must possess aptitude for supervisory responsibilities. Manages subordinate supervisors who supervise a total of over 65 employees in the Water, Street, Facilities Maintenance, and Engineering divisions. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the City's policies, contracts, and with applicable State and Federal laws. Responsibilities include involvement in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or experience:

Minimum of a Bachelor's degree in related field; P.E. certification: minimum of five years experience in an equivalent position in an executive and supervisory capacity. MBA is preferred.

Requires extensive knowledge of, and demonstrated success in, project management, contract administration, budgeting, and capital improvement planning.

Requires:

Thorough knowledge of management principles and techniques.

Thorough knowledge of City and state ordinances, policies and other regulations applicable to public works projects.

Good working knowledge of the operations of the five Public Works units, Water/Geothermal, Wastewater/Storm water, Streets, Facilities Maintenance, and Engineering.

Certificates, licenses, registrations:

Registration as a professional Civil Engineer in the State of Oregon or the ability to obtain professional registration through reciprocity within six months.

Language skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, members of the media, and/or boards of directors, citizen advisory groups

Mathematical skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to read, understand, and remain within approved budgets for departments, divisions, and projects.

Reasoning ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands to finger, handle, or feel objects or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

