

	City of Toledo Public Works Director Job Description	
	Salary Range: \$6,005 – \$7,306	Department: Public Works
	Classification: FLSA Exempt	Supervisor: City Manager
	Representation: N/A	Location: City Hall

General Roles and Responsibilities

The Public Works Director plans, administers, and directs all functions, activities and operation of the Public Works Department including water, wastewater/storm water drainage, streets, fleet, facilities/property management, parks as well as emergency planning and response. Directly supervises all employees of the Public Works Department, coordinates the activities within these work groups and activities with other City departments, members of the public and outside agencies. The Director oversees development, review and management of engineering projects ensuring technical competence and compliance with applicable codes and criteria.

The Director also acts as a member of the City’s management team, has input into City policies and procedures and may advise the City Manager on related issues. Oversees and is responsible for the department budget.

Supervision Received and Exercised

- Receives general administrative direction from the City Manager
- Provides direct supervision to the Water Treatment Plant Operator, Wastewater Treatment Plant Operator, and Public Works Superintendent

Knowledge and Skills Required

Minimum Education

- Bachelor’s degree in Civil Engineering or related field

Experience

- At least five (5) years of progressively responsible experience in public works operations supervising personnel and managing infrastructure projects, or
- Any combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties will be considered

Certifications/Licenses

- Must have valid Oregon Driver’s License or the ability to obtain one upon acceptance of the position
- Must be able to attain State of Oregon Water Distribution (Level II) within three (3) years
- Water Treatment (Level II) certification within three years

Knowledge of:

- Civil engineering principles, practices, and methods as applicable to a municipal setting
- Governmental budgeting practices, fiscal management and Oregon public procurement/contracting laws
- Water Plant operations and distribution systems
- Wastewater collection and treatment
- Standards, ADA requirement and general maintenance of streets and highways
- Management skills to analyze programs, policies and operations needs
- Ability to read survey, drafting plans and reports

- Knowledge of principles and practices of program development and administration
- Personnel management, establish and maintain effective working relationships
- Ability to plan, organize and direct the work of public works staff and crews to meet the overall objectives and goals of the City Council
- Ability to work as a team member and to cultivate a team climate
- Ability to perform the essential functions of the job
- Ability to communicate effectively both verbally and in writing
- Operations, services and activities of a comprehensive Public Works operations and capital program
- OSHA safety regulations and workplace safety practices
- Water plant operations and distribution systems
- Wastewater collection and treatment
- Proficient use MS Word, Excel, PowerPoint, and Outlook; typing ability at a level necessary for successful job performance and high productivity
- Prepare accurate and concise reports and recommendations
- Interpret blueprints and drawings
- Accurately record and maintain records
- Analyze problems and recommend realistic solutions

Primary/Essential Responsibilities

- A. Manages public works projects and contracts by developing scope of work, budget, work site inspection, coordinating with consultants and/or other governmental bodies, maintaining regulatory compliance, and recommending necessary actions to City Manager
- B. Prepares annual budget recommendations and capital improvement proposals for areas of responsibility; administers, reviews, and monitors all departmental expenditures and revenues
- C. Develops and implements departmental goals, objectives, practices, policies, procedures and work standards to improve efficiency and effectiveness of operations
- D. Plans, organizes, and evaluates programs of the public works department; to include services, staffing, equipment and infrastructure
- E. Supervises departmental personnel directly or through subordinate supervisors including assigning and reviewing work, evaluating performance, and training
- F. Exercises tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations
- G. Receives and resolves citizen complaints and concerns regarding public works functions and personnel
- H. Responds to public or other inquiries relative to department policies and procedures
- I. Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility, including streets, water, sewer, drainage, and engineering
- J. Coordinates Public Works activities with other departments, agencies, and jurisdictions
- K. Coordinates the operation of, or develops preliminary and final engineering plans and specifications; coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria
- L. Oversees and/or provides project management for the construction of municipal public works projects; ensures contractor compliance to applicable laws and established specifications including time and budget parameters
- M. Researches and prepares recommendations regarding financing alternatives; prepares grant applications and proposals
- N. Maintains necessary departmental records; prepares reports and makes presentations related to departmental activities and projects, as requested

- O. Prepares plans, specifications, and cost estimates for minor construction projects; inspects city projects
- P. Administers public works contracts, including: preconstruction meetings, providing city inspection, and recommending final acceptance; works with consultants and other agencies on engineering matters
- Q. Maintains regular contact with consulting engineers, construction project engineers, city, county, State and federal agencies, professional and technical groups, and the general public regarding departmental activities and services
- R. Provides pertinent and timely information for the city newsletter, website, quarterly goals update and monthly report
- S. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism
- T. Maintains work areas in a clean and orderly manner
- U. Ability to respond from home to the city worksite within 20 minutes of notification at any time in emergency situations

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual outdoor working conditions: Approximately 15% of the work period occurs outdoors with varying weather including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, chemicals, paint, pollen, etc. Hearing protection and other safety related gear may be required for some work activities. Employee occasionally works with a video display terminal for prolonged periods. May involve confined space entry.

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.