

CITY OF TUALATIN

Classification Description

Job Title: Public Works Director
Department: Operations
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: Plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Operations Department including the operation and maintenance of the water, street, sewer, and storm drainage systems and facilities, the City's fleet operation, park and greenway maintenance, maintenance services and inventory control activities. Manages the City's solid waste franchise, recycling program, pavement management program, and the Emergency Management Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Assumes full management responsibility for all Operations Department services and activities, including Administration, Water, Parks, Sewer/Street/Storm, and Maintenance Services Divisions of the Operations Department. Directs the operation of the water, sewer, street and storm drain systems, support facilities and City buildings.

Develops, directs, and coordinates the implementation of departmental goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.

Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change. Develops and monitors safety programs within divisions.

Manages and participates in the development and administration of the department's annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, develops, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance appraisals; works with employees to correct deficiencies; implements discipline and termination procedures according to City policies and applicable collective bargaining agreements; responds to staff questions and concerns.

Evaluates the need for and develops plans and schedules for long-range public works maintenance and capital improvement programs; organizes available resources for the maintenance, improvement, and repair of public facilities and City equipment; compiles estimates, contract provisions, and specifications.

Reviews the design, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for Council consideration; recommends levels of service for utilities, streets, and drainage areas.

Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements, and administers same after award.

Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies and activities; negotiates and resolves significant and controversial issues.

Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, parks projects and related matters; provides information regarding these matters.

Develops, manages, and administers the City's emergency management program.

Negotiates interagency agreements regarding water, emergency management, wastewater, and stormwater issues. Manages the City's solid waste franchise, pavement management program, and recycling programs.

Participates on a variety of boards and commissions; Makes presentations to the City Council and other boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and other types of public services as they relate to the area of assignment.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision within the Operations Department.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: 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 individuals with disabilities to perform the essential functions.

Technical Knowledge, Skills, Ability: Thorough knowledge of the modern principles and practices of public works administration. Thorough knowledge of general management principles and concepts including municipal budgeting, work scheduling, cost estimating, safety requirements and personnel management.

Considerable knowledge of the materials, methods and techniques used in construction, maintenance and operation of streets, sewers, storm, water, maintenance services, and parks maintenance. Thorough knowledge of emergency management. Considerable knowledge of solid waste, pavement management systems, and recycling practices.

Ability to plan and organize various public works related functions and supervise employees carrying out such functions. Ability to express ideas both orally and in writing and to make public presentations. Ability to act as Emergency Program Manager and/or Incident Commander during emergencies.

Ability to develop long-term plans and programs and to make sound decisions on matters of major policy and on complex administrative problems. Ability to work effectively with other employees, officials, committees and the general public.

Computer Skills: To perform this job successfully, an individual should be able to operate a personal computer and have knowledge of Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Possession of, or ability to secure within six months: a valid Oregon driver's license, and First Aid and CPR Certification; and within one year: Oregon Class III Water Distribution System and Class III Wastewater Collection System Certifications.

EDUCATION and/or EXPERIENCE: Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work above may substituted. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, business or public administration or related field and seven years of management and/or administrative experience in public works in a municipal setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.