

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Public Works Director**  
Department: **Public Works**

FLSA Status: Exempt  
Union Status: Non-represented  
Updated: November 2013

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

This is a high level management position responsible for overseeing all aspects of the city's Public Works Department and performing as a key member of the city's management team. As head of the department, the director performs essential and complex administrative duties overseeing all operational and administrative facets of the city's street, water, wastewater, stormwater, engineering and utility billing divisions.

### **SUPERVISION RECEIVED:**

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports, and an annual evaluation.

### **SUPERVISION EXERCISED:**

The position exercises appointing authority (with City Manager approval) and supervisory responsibility over all Public Works Department personnel, either directly or through subordinate superintendents, supervisors and leads.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Accountable for the efficient and effective performance of the department.

Plans, organizes, directs, and evaluates activities and assigned tasks in order to achieve goals within available resources; selects, assigns, develops, motivates, and evaluates department staff; reviews results and directs changes as needed.

Prepares and oversees department policies and standard operating procedures to ensure effective and efficient operations and records systems.

Promotes and maintains staff morale and discipline; guides and assists subordinates in performance of duties; responds to complaints and addresses grievances. Ensures compliance with department and city policies and procedures, collective bargaining agreements and legal requirements.

Provides leadership and direction in the development of long and short range department plans, goals, and objectives; gathers, interprets, and prepares data for studies, reports, and recommendations.

Regularly prepares and presents reports and makes recommendations to the City Manager and City Council regarding progress and results achieved related to city goals and department activities and issues.

Participates in the development of ordinances, resolutions and regulations for consideration by the City Council.

Responsible for the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors and maintains expenditures within budget guidelines and assures bid procedures are followed.

Evaluates and plans for the acquisition and replacement of the department's vehicles, other capital equipment, facilities, and space.

Oversees grant application, research, development, and administration for the department.

Oversees bidding, contractor review and selection, and construction project inspection for the department.

Establishes and maintains effective working relationships with business and property owners, other agencies, co-workers, officials and the general public. Communicates with tact, discretion, courtesy and respect. Maintains required confidentiality and discretion.

Responds to and resolves complex and sensitive service requests and complaints, meets with and discusses matters with other department directors and managers, public officials, business representatives, community groups and citizens. Represents the Public Works Department in the city's Development Review Committee.

Ensures that utility extension, connection and use requirements, public works development standards, right-of-way use permits and related ordinances are up to date, enforced and complied with.

Evaluates and resolves utility billing disputes and extensions not resolved at lower levels of the organization.

Represents the department in the community, including through the news media; communicates programs and policies to community groups and the general public; attends or delegates representatives to attend various local committees and task forces.

Coordinates department activities with other city departments, federal, state, county, and local agencies and groups having service and jurisdictional interactions with the Public Works Department.

Maintains composure and takes responsible action during a wide variety of situations, including emergencies and urgent conditions.

Leads and/or participates with other departments in the development or update of the city's Transportation Improvement Plan, the general Capital Improvement Plan and other comprehensive system-specific plans as required by various federal and state regulations.

Develops and implements progressive, proactive policies for traffic safety control, water conservation and pollution prevention, provision of safe drinking water, stormwater removal, and public works repairs.

## **OTHER JOB FUNCTIONS:**

Communicates effectively verbally and in writing using the English language.

Serves and participates as a member of the city's management team.

Attends city council and other meetings, conferences and events as necessary, including meetings held before or after normal business hours. Travels within the city as well as out of town to conferences or training.

Must be readily available at all times to respond to problems and emergencies. May require long work hours, weekend work and extended stays at work, particularly in response to emergency events.

Follows all applicable safety rules and procedures.

Reviews professional literature as necessary to keep abreast of current trends.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the City Manager.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

A bachelor's degree in civil engineering, public administration, business or a closely related field, and

A minimum of 7 years of increasingly responsible experience in municipal public works and/or utility services, at least 5 of which involve experience in mid-level management or above, and

Evidence of ongoing professional training (classes, seminars, conferences, etc.).

Current registration as a Professional Civil Engineer is a plus but not required.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

### **Licenses, Certifications and Other Requirements:**

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. (Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis).

Must successfully satisfy a background investigation.

### **Knowledge Of:**

Principles and practices of public administration, personnel supervision and development, labor relations, utility planning and operation, budget management, and grant administration.

Strong understanding of code development, review and enforcement, emergency preparedness and response, and overall local government operations. Working knowledge of public works equipment, federal and state water and wastewater regulations and operating systems.

**Skilled In:**

Effective team management and the ability to mentor, train and supervise personnel.

Operation of listed tools, equipment and computer including extensive use of Microsoft products (Word, Excel, PowerPoint and Outlook).

**Ability To:**

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups.

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:**

*The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.*

Motor vehicles, personal computer, telephone, portable and base radios, fax and copy machine, and personal protective equipment including face, eye and hearing protection.

**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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**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 individuals with disabilities to perform the essential functions.*

Work is performed primarily at the Public Works Department in an office and shop environment with frequent travel to other city offices and facilities. Occasional visits to field facilities, construction sites or maintenance operations may be required. The noise level is generally that expected in a typical office/shop environment but will vary at other locations. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards may be encountered while visiting other locations.

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*