

OPERATIONS DIRECTOR

Department: Public Works
Reports to: City Manager

Position Summary:

Plans, organizes, directs, coordinates and evaluates the activities of the Public Works Department, comprised of Public Works Maintenance, Solid Waste Department and Engineering; oversees the provision of departmental services to City residents; prepares, implements and evaluates capital improvement and long-range infrastructure development plans; provides technical assistance and liaison with City staff, developers, and other agencies. The Public Works Director works under the direction of and provides administrative assistance to the City Manager.

Duties and Responsibilities:

- Identifies and prioritizes project needs, establishes project completion time-lines, and provides direction for the use of available staff on public works infrastructure maintenance and development
- Plans, coordinates, and directs the activities of City Engineer in project design, development, construction and inspection on Public Works projects
- Confers with architects, engineers, developers, consultants and the general public concerning engineering, public works maintenance matters; assist public in design projects to comply with City development standards; meets with project developers and designers to advise them on City policy standards and alternate design techniques
- Coordinates engineering and public works activities with other City departments and contract engineering services, confers with staff as needed in preparing and reviewing plans and specifications, inspecting and supervising projects, and implementing improvements or extensions of the City infrastructure
- Confers with, and provides direction and guidance to Public Works Maintenance staff and confers and assists Water Supervisor and WasteWater Supervisor related to upgrade, maintenance and repair activities in their divisions
- Prepares annual Public Works budgets and submits budget requests to the City Manager and City Council
- Attends meetings of various committees and organizations as the City or Department representative; provides input comment and decisions relative to public works projects and programs
- Participates in the selection, training, development and performance evaluation of the Public Works Department employees
- Determines the need for contract construction/repair services involving the public works infrastructure; participates in negotiating contracts; monitors contracts to assure compliance with terms and conditions
- Assist with the development, presentation, and recommendation of long range capital facility and infrastructure plans

- Directs the development and implementation of preventative maintenance programs involving buildings and other structures, the vehicle fleet, streets, and assists with the maintenance of water and wastewater systems
- Performs development review including checks of improvement drawings and final/parcel maps; oversees or performs inspections public works improvements
- Oversees preparation, review, and inspection of engineering and design work on public improvements
- Responsible for implementation for overseeing Safety Program for Public Works Department
- Maintains liaison with County and State agencies

Skill, Knowledge, and Abilities:

- Plan, organize and direct the work of public works
- Analyze organizational and administrative problems, recommend alternative courses of action and provide leadership to others in implementing such actions
- Prepare clear and comprehensive reports
- Computer literate; programs Word, Excel; printer; telephone
- Communicate effectively both orally and in writing
- Establish and maintain cooperative relationships with City officials, employees, contractors, the general public and representatives of other agencies
- Apply specific provisions of applicable building, zoning and City standard specifications for public improvements; and State minimum operational standards for wastewater plant
- Select, supervise, train, and evaluate assigned staff
- Knowledge of Municipal Public Works and WasteWater planning, design, maintenance and construction
- Principles of budget preparation and expenditure control
- Applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions
- Methods of analyzing, evaluating and implementing municipal public works and solid waste programs/projects
- Safe work practices
- Principles of Effective Management Skills

Experience/Requirement:

- High School Diploma or GED
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering; *or* 3-5 years of progressively responsible experience in administering public works, landfills, and/or engineering functions. Any equivalent combination of education and experience that would likely provide the required knowledge and abilities may be qualifying.
- Valid driver's license; Commercial Operator license; valid Class *C* or *B* water certification