

**City of Pendleton**

**Job Description**

**Public Works Director**

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| **Department**: Public Works  | **FLSA**: Exempt |
| **Reports to**: City Manager  | **Representation**: Unrepresented |
| **Pay Range**: Department Head, Range 5  | **Date**: April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists?)*

Performs administrative and professional engineering work in directing duties, construction and maintenance of public works departments and projects; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

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.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Planning, organizing, directing, and administering activities related to the department and its four divisions: Construction & Repair, Sewer, Streets, and Water.
2. Develop and maintain a set of Standard Specifications for providing procedures for the installation, manufacture, and delivery of materials and equipment for construction projects.
3. Meets with developers and builders to explain City polices and standards. Reviews plans for compliance to same. Meets with property owners and representatives of governmental agencies concerned with organizing local improvement districts to explain projects and gain cooperation and approval for projects.
4. Coordinating project development and construction activities with city staff.
5. Analyzing trends to determine the adequacy of current facilities.
6. Project planning which includes: developing and reviewing plans and specifications for various projects; preparing all necessary documentation for bids; reviewing bids and making recommendation to City Council for award; providing all necessary oversight to manage project completion. Examples include: upgrades at the wastewater treatment plant, methane gas cogeneration, solar energy production, membrane bioreactor; new road construction projects and asphalt pavement overlay projects; de-aeration facility for an aquifer storage and recovery (ASR) well, hydropower production at ASR wells; coordination with ODOT for major highway overlay project; Pendleton Round-Up streetscape improvements.
7. Periodically inspecting field projects to evaluate progress and assure conformance with specifications.
8. Conferring with administrative and technical personnel to coordinate work activities and schedules.
9. Preparing and/or coordinating reports, budgets, funding applications, and agency permit applications. Advising city officials concerning progress on the various functions of the Department.
10. Supervising staff, including responsibilities for hiring, discipline, and performance management of all direct-report employees as well as supporting subordinate managers with these responsibilities. Developing and maintaining safe work protocols and procedures for staff in all divisions of the department.
11. Working with private utilities and developers to address utility easement issues, traffic lighting, street improvements, subdivision development, local improvement districts, and municipal project development.

1. Work with other city departments and state agencies on planning and economic development projects, such as Comprehensive Plan update and Transportation Master Plan.
2. Prepares preliminary plans and does general research work relative to sanitary sewer systems, storm drains, street improvements, water systems, and other municipal projects to be let under contract or to be performed by City forces; consultant on engineering problems and projects for other city departments; sets policy and design standards.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Attends City Council meetings, staff meetings, and other meetings as required.

2. Attends conferences, seminars and training as needed or required.

3. May serve on City committees or boards as required.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(What separates this job from others in the series?)*

This position is distinguished from the other management positions of the Public Works Department by having ultimate responsibility for the development of plans, policies, and budget of the department. Implementation responsibilities may be delegated, but outcomes remain the responsibility of the Director. This position must set the tone and model the behavioral expectations for the rest of the department.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. Bachelor’s Degree is required. Degree must be in civil engineering or a closely related field, preferably supplemented by business management course work.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[x]  5 – 8 years

[ ]  Other

Describe experience: Five (5) years’ experience in the practice of municipal engineering, preferably including responsible supervisory work in the construction and maintenance of public work projects.

1. Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of principles and practices in all aspects of civil engineering.
2. Extensive knowledge of modern methods and techniques as applied to construction and maintenance of public works departments.
3. Skill in making difficult engineering computations, estimates and designs, and in preparing plans and specifications.
4. Ability to plan, supervise and critically review varied type of professional and sub-professional engineering operations.
5. Ability to establish and maintain good working relationships with property owners, contractors, representatives of other government agencies and the general public.
6. Extensive knowledge of the operations of sewer, storm, street, and water systems.
7. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement, and other applications related to operation and maintenance activities for the department.
8. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
9. Knowledge of safety standards, practices and procedures applicable to area of assignment.
10. Knowledge of drafting, data entry, spreadsheets, word processing and email.
11. Ability to read and understand schematics, drawings and blueprints.
12. Ability to coordinate a comprehensive construction, repair or maintenance project including identifying and planning for future needs.
13. Ability to communicate effectively, both verbally and in writing, in English.
14. Ability to understand, analyze and interpret technical specifications.
15. Ability to respond to emergencies on a 24-hour basis.
16. Ability to manage public works projects and oversee the work of contractors and temporary help.
17. Ability to work independently in the absence of direct supervision.
18. Ability to maintain regular and predictable attendance to serve customers/interact with (specify: co-workers/supervisor/patrons/clients, etc.), attend meetings, training, etc., or other face-to-face job requirements.
19. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
20. Ability to establish and maintain effective working relationships.
21. Ability to work as a team member.
22. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
23. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.

b) [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) [x]  Must be currently registered as a professional engineer in the State of Oregon at time of hire. If registered in another state, must receive registration by reciprocity within six (6) months of hire. Registration as professional land surveyor in the State of Oregon is also desirable, but not required.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: Public Works Department staff directly or through subordinate supervisors.
2. This position does provide lead worker direction for Public Works supervisors.
3. This position reports to the City Manager. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply:*

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.)

[ ]  Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may determine their own practices and procedures. Routinely engages in autonomous problem-solving.

[x]  Responsible for developing programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** *(Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **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.)*

1. Work is performed primarily indoors.
2. Work is most often in a temperature controlled office.
3. Strength Rating (see attached definitions) is: Medium .

d) Hazards include: *(Check all that apply and include the percentage of time exposed to the listed hazard.)*

[x]  Office environment/no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment **0-10%**

[x]  Exposure to toxic elements/hazardous chemicals **0-1%**

[x]  Work at heights in excess of 20 feet **0-1%**

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) **0-5%**

[x]  Exposure to weather or temperature extremes **0-20%**

[x]  Isolation **0-80%**

[x]  Exposure to light or noise extremes **0-5%**

[x]  Regular travel outside the City **0-10%**

[x]  Risk of injury **tripping/driving** **0-10%**

[x]  Significant physical exertion required to **perform duties** **0-1%**

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include: *(Check all that apply.)*

[x]  Frequent or regular overtime

[x]  Subject to emergency call-out

[ ]  Spilt or night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [x]  Prepare [x]  Forecast [x]  Monitor [x]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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

Drafted: October 2012

Adopted: N/A

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.