



Job Title:

Director of Public Works & Public Utilities

Status: Full-Time, Exempt

Date: July 5, 2018

Written By: Heather Russell

Department: Central Services

Immediate Supervisor: City Administrator

Revised: May 20, 2022

Revised By: Heather Russell

Grade: N/A

Salary Range: DOE

SUMMARY

The Director of Public Works and Public Utilities shall exercise oversight and superintending control of the activities of the Water & Sewer Department, the Street & Sanitation Department, and the Electric Department, subject to the Direction of the City Administrator.

SCOPE

The purpose of this position is to provide support to the City Administrator by management and supervision of the Water & Sewer Department, Electric Department, and Street and Sanitation Department, City utility infrastructure systems, fleet management, project management, and building permitting.

SUPERVISION

Under the general direction and supervision of the City Administrator. The Director of Public Works and Public Utilities works closely with the City Administrator, and the Public Works & Utilities Department heads on a routine basis. The City Administrator is responsible for the annual review of the Director of Public Works and Public Utilities and can authorize compensation increases as appropriate. The Director of Public Works and Public Utilities shall maintain a working relationship with the Mayor, Board of Aldermen, City Clerk, and all department heads. The Director of Public Works and Public Utilities shall supervise, lead, inspire and motivate public works employees.

RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

Fleet Management: The Director of Public Works and Public Utilities manages fleet maintenance operations for the Water & Sewer Department, the Street & Sanitation Department, and the Electric Department and oversee the maintenance of all City infrastructure.

Project Management: The Director of Public Works and Public Utilities participates in the formulation, design, and inspection of public works and utilities projects and the administration of contracts relating to the construction of such projects or the provision of public works and utility services.

Permitting & Inquiries: The Director of Public Works and Public Utilities conducts inspections as related to building permit applications, including setback requirements. In addition, this person will inspect lots for demolition, street excavation sites, or other permitted actions for completion and compliance with City regulations. He/She will be required to respond to various public inquiries and offer solutions.

Reporting: The Director of Public Works will prepare monthly operating reports for the City Administrator for submission to the Board of Aldermen for the Public Works & Public Utilities Committee meeting. Attends Board of Alderman and other meetings as required, giving presentations and/or providing information and clarification on finance issues and/or projects.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of the principles and practices of public administration, including budgeting, program planning/development, project management, and employee training and supervision.
- Knowledge of public works and municipal utility operations.
- Knowledge of management principles as related to overseeing a diverse department.
- Knowledge of Centralia City Code regarding public works functions/activities.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment such as computers, typewriters, FAX machines, copiers, and telephones.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ESSENTIAL FUNCTIONS

- Sight, hearing.
- Must be able to manage, supervise, and coordinate the activities of a complex organization.
- Must be able to exercise sound judgment in evaluating situations and in decision making.
- Must be able to administer, plan, and direct comprehensive projects.
- Must be able to analyze and prepare comprehensive reports.
- Must have good oral and written communication skills.

PERIPHERAL DUTIES

- Serves as a member of various staff committees as assigned.
- Participates in department head group activities.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of public works.

ENVIRONMENTAL ADAPTABILITY

- Skill in managing multi projects and tasks concurrently.
- Skill in interpreting complex public works-oriented engineering designs, drawings, plans, and regulations.
- Skill in evaluating complex public works-oriented engineering designs, drawings, and plans to ensure compliance with established project specifications and engineering standards.
- Skill in planning, organizing, actuating, directing and control of a municipal public works program

APPOINTMENT

Upon the establishment of the position of Director of Public Works and Public Utilities and when a vacancy exists in the position, the City Administrator shall appoint a suitable person for the position with the approval of the Mayor and a majority of the members of the Board of Aldermen. The Director of Public Works and Public Utilities may be terminated from his or her position by the City Administrator with the approval of the Mayor and a majority of the members of the Board of Aldermen. The salary of the person occupying said position shall be fixed by ordinance.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The Director of Public Works and Public Utilities exercises direct supervision over the Foremen of the Water & Sewer Department, the Street & Sanitation Department, and the Electric Department, and is responsible for discipline and annual reviews for these Department Heads. He/She will work closely with these Foremen regarding discipline, commendation, and annual performance review of their subordinate employees.

RESIDENCY: Residency within a 20-minute response time to Centralia City Hall is required.

DESIRED MINIMUM QUALIFICATIONS

Any combination of education, training, and direct experience providing for the following knowledge, skills, and abilities may be considered:

Education and Experience:

- A. Bachelor's Degree in Public Administration, Planning, Engineering, or similar field (preferred); a combination of education and experience will be considered.
- B. Minimum of five years upper management level supervisory experience preferably in a public works and/or public utilities setting.
- C. Valid Missouri Driver's license, Class F or above, and a good driving record.

Necessary Knowledge, Skills, and Abilities:

- A. Comprehensive knowledge of construction and maintenance methods, materials, and equipment as employed in Public Works & Utilities activities.
- B. Ensure compliance with all federal, state, and city regulation pertaining to public works.
- C. Knowledge of public works and utilities project planning, development, and construction.
- D. Ability to read and interpret blueprints and construction plans for street and right-of-way construction.
- E. Must demonstrate a superior work ethic.
- F. Ability to delegate and distribute personnel, and to review the work of various operating divisions, ability to establish and maintain effective working relationships with City officials, employees, and officials of other governmental bodies.
- G. Ability to meet and work with contractors, engineering firms, suppliers, and the general public.
- H. Demonstrated ability to express ideas clearly and concisely through written and oral communications. Demonstrated ability to operate required equipment.
- I. Excellent health and physical condition to permit often-strenuous work under varying weather conditions.
- J. Demonstrated ability to understand and accurately follow oral and written instructions.
- K. Excellent work history and attendance record.
- L. Ability to lift at least 20 pounds.