

CITY OF ALGONA JOB DESCRIPTION

Job Title: Director of Public Works

Department: Public Works

Reports To: Mayor/City Administrator

Effective Date: April 11th 2022

This is a full-time FLSA exempt management position. The Director of Public Works is salaried and may work in excess of eight hours per day or 40 hours per week. The Director of Public Works is on call 24 hours per day and maybe called back to work before or after normal work hours and/or on scheduled days off. The Director of Public Works is under the direct supervision of the Mayor/City Administrator.

General Job Description

Plans organize and directs the functions of the Public Works Department staff, including but not limited to engineering, streets, stormwater systems, sanitary sewer systems, facility maintenance, solid waste issues, and the City's building and planning departments. The Director of Public Works performs a variety of duties related to the enforcement of municipal building codes. This is a management position with responsibility for guiding the activities within the Public Works Department. There are many hands-on duties involved, as well as a great deal of public exposure.

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Mayor/City Administrator.

Supervision Responsibilities

The Individual in this position directs the activities of the municipal departments related to utility, street, building and planning. The Director of Public Works supervises the activities of all subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to:

- Assign priorities
- Assign specific tasks
- Review work performed or produced by subordinate staff
- Instruct and train
- Direct work activities of subordinate staff

Essential Functions

- Manages the Public Works/Utility Department and participates as a member of the City's Management Team.
- Oversees and prepares the budgets, allocation of staff resources, materials, facilities, and time to ensure the efficient operation of the Public Works Department.
- Provides managerial leadership and supervision to subordinates.
- Works with the Mayor/City Administrator to recruit and Select Personnel. Conducts performance evaluations for subordinates. Enforces policy guidelines and oversees departmental personnel practices.
- Performs cost control activities and monitors all fiscal operations of the department, including budgets for public works activities in special funds.
- Prepares and/or coordinates the preparation of applications for grants or loans.
- Processes and approves building permit applications.
- Addresses questions, inquiries, and complaints from other departments, regulatory agencies, businesses, and the public pertaining to the Public Works Department and its functions.
- Reviews, approves or recommends various land use applications.
- Reports to the Mayor/City Administrator and City Council regarding applicable issues as necessary.
- Assigned duties as code enforcement officer.
- Acts as liaison between the Utilities Department and other divisions within the municipal administration.
- Attends Council Meetings, Planning Commission meetings, board meetings, conferences and seminars (in and out of town) as required.
- Presents information to Council, the Planning Commission and other groups as necessary.

Knowledge, Skills and Abilities

- Ability to maintain effective communications with various officials and agencies, as well as with the public
- Working knowledge of Municipal planning and zoning.
- Thorough knowledge of the fundamentals and accepted practices in municipal public works administration.
- Expertise in utility-related activities
- Excellent communication and supervision/leadership skills and ability to plan, direct and coordinate the work of subordinates
- Ability to deal with the public courteously, tactfully, and professionally.
- Thorough knowledge of personnel and management principles, programs and practices, including optimum use of human and material resources
- Good knowledge of state and local laws and procedures relating to municipal public works, planning, zoning and municipal government as well as the role of public works in a municipality

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- Good knowledge of civil engineering theory, procedures, and practices as pertains to municipal public works operations
 - Ability to formulate and implement a sound, progressive public works program and sustain operations and maintain responsibility for a variety of activities without regular direction.
 - Ability to express ideas clearly and concisely, orally and in writing to groups and individuals
 - Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public and the ability to secure compliance with construction plans, specifications and standards tactfully and effectively
 - Analyze problems and identify alternative solutions.
 - Prepare and analyze technical and administrative reports, statements, and correspondence.
 - Present data, information and recommendations to a wide variety of audiences, both in writing and verbally, in a manner that is easily understood.
 - Solve problems using a balance of technical competence, creativity, and pragmatism.
 - Work within the implications of a political landscape.
 - Utilize geographic information systems.
 - Understand and carry out oral and written directions.
 - Operate a personal computer and appropriate software
 - Work in a manner consistent with the City of Algona's Operating Principles
 - Work and act as a team player in all interactions with other City employees
 - Provide a high level of customer service at all times
 - Project and maintain a positive image with those contacted in the course of work
 - Develop and maintain collaborative and respectful working relationships with team members and others
 - Consistently provide quality service
 - Maintain regular and dependable attendance

Contacts and Relationships

In the course of completing the required job duties, the Director of Public Works will have a variety of contacts — in person, via telephone, or through correspondence — which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities, and a substantial number of contacts are to negotiate or solve problems. The incumbent in this position will be required to communicate with suppliers of parts and equipment, customers, county or local agencies, contractors, engineers, attorneys, and other staff or management of the City.

Physical Requirements

The Director of Public Works must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long

periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirements may include the ability to climb, bend, and work in tight or confined areas. Corrective lenses may be utilized if use of such corrective lenses allows the employee to properly perform his/her job functions. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Working Conditions

The Director of Public Works may work either indoors or outdoors as required. The employee may need to work in confined spaces and be required to work on ladders, inclines, and in noisy work areas. The employee may be exposed to hazards including but not limited to, dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke. Hazardous areas are routinely encountered, including open ditches, vaults, manholes, heavy machinery, hazardous gases, excessive noise, and vehicle traffic.

Protective clothing is required for completion of some job requirements, including rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard hats, respirators and other specialized protective equipment.

Recruiting Requirements

- High school education or GED
- Supervision experience
- Valid Washington State Driver's License
- Background in and knowledge of various codes and building regulations, including the UBC, UPC and UMC
- Ongoing courses and seminars related to revisions in the above mentioned codes and new street and utility procedures
- Background in construction and hands-on experience in street and utility functions
- One (1) year of related experience in planning, zoning, and/or related community development activities.
- Experience with working with Washington State land use and environmental law preferred.
- Equivalent to a Bachelor's Degree in Urban Planning, Geography, Architecture, Engineering or related field preferred.

Computer Skills:

- Intermediate skills in Microsoft Office Suite
- Beginner in permitting software and electronic plan review software.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.