

**CITY OF SANDPOINT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC WORKS DIRECTOR
REPORTS TO: MAYOR
DIVISION: PUBLIC WORKS
GRADE: 18
SALARY RANGE: \$110,635.20 – \$152,838.40 ANNUALLY
FLSA STATUS: EXEMPT

JOB SUMMARY:

The primary function of this employee is to provide administrative and management duties over the Public Works Department, including water and wastewater systems and treatment facilities, street construction and maintenance, building services, street lighting, storm water management, equipment fleet management, fiber, and department budgeting and capital improvement planning. This position performs professional engineering duties, including project and plan review and approval, project design and management, and providing technical support. The work is performed under the general direction of the Mayor and City Council, but considerable latitude is granted for independent judgment and initiative. The principal duties of this class are performed in an office and field environment.

SUPERVISION EXERCISED:

The incumbent exercises full scope supervision over the Civil Engineer, Construction Managers, Water and Wastewater Supervisors, Utilities Supervisor and Streets Supervisor.

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Performs, directs and supervises the city's professional civil engineering work and works with consulting engineers as required.
- Designs, supervises and/or participates in the designing of plans and specifications for public works projects.
- Directs, coordinates and supervises the operation, maintenance and repair activities of water and wastewater systems and treatment plants.
- Works with federal and state agencies regarding requirements concerning water and wastewater discharge, water quality and industrial pretreatment.
- Plans, implements, and supervises a variety of capital improvement and maintenance projects.
- Prepares and monitors complex departmental budget.
- Develops and evaluates departmental plans, goals and objectives.
- Assists in the technical review of plans and specifications as required by Sandpoint Code and city policies.
- Prepares plans, specifications and budget estimates for in-house projects.
- Provides engineering assistance to other city departments.
- Administers and coordinates engineering and related interdepartmental activities.
- Works with other public agencies regarding public works projects.
- Develops storm water management plans and policies.
- Oversees transportation planning.
- Answers inquiries from the public.
- Prepares correspondence and written communications.
- Actively participates in the hiring of department staff.
- Directs activities of department's staff.
- Attends committee and city council meetings as required.
- Perform such other duties and exercise such other powers as are authorized by the City Council.
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
- Carries out other duties and responsibilities as may be assigned by the Mayor and Council.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment
- Laptop Computer

CORE COMPETENCIES:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, fiscal programming, leadership technique, and coordination of people and resources.
- Current residential, commercial, public works, and other civil engineering design and construction methods, materials, principles and practices.
- Methods, procedures, equipment, standard practices, and objectives and standards of street construction, maintenance, and repair.
- Principles, processes, practices, and techniques of wastewater and water treatment plants, systems, and facilities.
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions.
- Contract negotiation and administration and project management methods.
- Federal (OSHA), state, local, and other applicable environmental and safety statutes, safety training and safe work practices, ordinances, and codes.
- Management skills to analyze programs, policies, and operational needs.
- Municipal budgeting methods, processes, and procedures necessary to manage assets to ensure budget constraints and timelines are met.
- Effective supervisory and leadership skills including training and development.
- Public involvement, communication, presentation techniques, and negotiation methods.
- Public hearing, review, and approval processes.
- Research methodology, statistical analysis, and evaluation of research data.
- Standard business software tools such as database management, word processing, spreadsheet, email, and Internet browser programs.

Ability to:

- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams.
- Research, analyze and interpret data and make recommendations.
- Analyze standards and regulations and define the impact on the City.
- Negotiate contracts and contract changes with engineers, developers, and contractors.
- Make sound decisions in accordance with laws, ordinances, regulations and established policies.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Prepare, maintain and ensure records, documents, financial accounts, and related reports are maintained in accordance with state and city requirements.
- Establish and maintain effective working relationships with coworkers, elected officials, subordinate supervisors and staff, contractors, other agencies, and the public.
- Plan, assign, direct and evaluate the work of subordinate employees.
- Develop long range planning and strategies related to current and future growth and operations.
- Demonstrate skill in operations, budget preparation, and in developing organization and staff requirements.
- Communicate effectively both verbally and in writing with the public, peers, City Council and other City employees.
- Present technical information clearly to the City Council, community groups and the public.
- Demonstrate effective customer service and interpersonal skills with the public, City employees, supervisors and managers, other public agencies, applicants, and vendors.
- Effectively manage, organize, and delegate a high-volume workload with multiple priorities, and meet deadlines.
- Research, analyze, and interpret data and make recommendations.
- Use logical thought processes, and excellent attention to detail, to interpret information accurately and develop reasonable solutions.
- Operate standard office equipment and a computer including program applications appropriate to assigned duties.
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions.
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long periods, reach with hands and/or arms to manipulate large documents such as blueprints and occasionally required to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch, and lift and/or move up to 25 pounds.

Working Conditions:

- Work is performed in a normal office environment with occasional exposure to outdoor temperatures, dirt and dust.
- The incumbent's typical working conditions are moderately quiet but may occasionally be exposed to excessive noise.
- Duties may require some evening, weekend, holiday and/or on-call work.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration, business management or a closely related field; and
- Five (5) years' experience in engineering and public works administration, including supervisory experience; or
- An equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work of a Public Works Director may also be qualifying.

Other Qualifications:

- Licensed as a professional engineer in the state of Idaho or ability to obtain P.E through state reciprocity within 30 days of hire
- Valid, current Idaho driver's license

Desired Qualifications:

- Master's degree in a closely related field

NOTE: Bachelor's or Master's degree from an accredited four-year college or university with major coursework in civil engineering, public administration, or a closely related field is required.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.