

**JOB DESCRIPTION**

**JOB TITLE:** Director of Public Works  
Exempt

**DEPARTMENT:** Public Works

**REPORTS TO:** Mayor

**PRINCIPAL PURPOSE OF JOB:** Responsible for planning, organizing, directing, and controlling all activities of the Department of Public Works, including: operations and maintenance of water treatment, transmission and distribution systems; waste water treatment and collection systems; solid waste collection and recycling; streets, roads, sewers, and storm drainage facilities and the equipment rental system. Determines short-term and long-range needs and develops operations and maintenance plans and budgets. Assures the efficient and economical use of the resources of the department, including budgeted funds, grant moneys, personnel, facilities and time, to accomplish short-term and long-range objectives.

**LEVEL OF AUTHORITY:** Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgement, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives and applicable laws, rules and ordinances. Error in judgement could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

**WORK ENVIRONMENT:** Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various City work sites and exposure to whatever risks are present at those sites.

**ESSENTIAL JOB FUNCTIONS**

1. Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets. Monitor variances and implement necessary corrective actions.
2. Apply thorough and extensive knowledge of modern operations and maintenance techniques and sound management principles to manage, advise, and provide support to assigned divisions. Advise department managers, and provide direction on matters requiring deviation from established guidelines.
3. Oversee City's safety programs for employees. Aid safety focal in coordinating with state agencies on safety matters. Maintain an atmosphere where safety standards are

followed and reinforced. Visit job sites periodically to review safety conditions and procedures.

4. Coordinate with the Planning and Development Services Department as needed to review plans, permits, and design standards, according to City policy, procedures, and ordinances, assess and develop needs for maintenance and capital improvements to support long-range plan development.
5. Research and recommend to the Mayor programs for public works and utility maintenance and operation, consistent with public health and safety. Prepare requests for state and federal financial assistance for such programs, supply proper supporting materials, and maintain intergovernmental coordination.
6. Coordinate the operations of the wastewater treatment plant and the water treatment plant, and the maintenance facility, which include the streets, distribution, sanitation departments with the appropriate department managers. Supervise in-progress work of the different departments. Take action, as necessary to eliminate disruptions, conflicts, and related delays.
7. Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution
8. Develop and maintain constructive relationships with City officials, property owners, developers, contractors, and the general public regarding public works programs and activities, to ensure that efforts are effectively directed toward achieving City goals. Assist the mayor and other department heads in special projects as assigned
9. Provide staff support to the City Council as needed on public works matters by preparation and analysis of reports. Schedule and assign staff to meet project or program requirements
10. Attend frequent staff and community meetings as required, often outside regular working hours.
11. Identify training needs for job procedures and for vehicle and equipment operation.
12. Conduct regular evaluations of Managers of maintenance and operations divisions. Recommend personnel actions to the mayor and/or Council.
13. Serve as a City representative to negotiate labor contracts with bargaining units.

#### **ADDITIONAL JOB FUNCTIONS**

1. May perform portions of the work of higher classified positions occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.

## **QUALIFICATIONS**

### Technical

1. Requires a BS degree in civil, sanitary, environmental or mechanical engineering or in Public Works Administration. Prefer Professional Engineer certification.
2. Prefer a minimum of 5 years of previous experience sufficient to demonstrate competency and extensive knowledge of Public Works.
3. Must be able to plan, schedule, and review the work of others in a manner conducive to proficient performance and high morale. Desirable to have five or more years of experience in management at a comparable level.
4. Prefer knowledge of emergency management training and/or experience.
5. Must be bondable.
6. Requires a valid Washington State driver's license.
7. Must be able to operate a computer. Must be proficient in Microsoft programs (including, but not limited to Word, Excel, Access, and Outlook and City-specific programs.)
8. Must continue to pursue professional knowledge through journals, seminars, and membership in professional organizations.

### Physical Capabilities

1. Ability to sit for long periods, as necessary.
2. Physical stamina to sustain long workdays, including evening meetings, as necessary.
3. Physical ability to have access to plant sufficient to keep aware of operations, or alternately to survey sites through video.
4. Desirable to have ability to monitor radio throughout day as necessary to keep informed of activities of the department and related activities.

### Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels.

2. Ability to resolve conflicts and maintains harmonious working relationships throughout the organization and with property owners, developers, contractors, and the general public.
3. Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

*Are you able to perform the essential functions of this job with or without accommodation?*

*Yes* \_\_\_\_\_ *No* \_\_\_\_\_

*If testing is required, will accommodation be necessary?*

*Yes* \_\_\_\_\_ *No* \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_