

**City of Wenatchee
JOB DESCRIPTION**

Title: **PUBLIC WORKS CO-DIRECTOR
CITY ENGINEER**

Department: **PUBLIC WORKS**

Reports to: **MAYOR**

Classification: **Exempt**

Affiliation: **Mgt/Admin**

Date: **4-21-02**

GENERAL POSITION SUMMARY

This is an administrative Public Works management position which operates under the broad policy guidance and direction of the Mayor in coordination with two other co-directors in order to direct the operations of the Public Works Department.

The employee occupying the position is responsible for planning, organizing, directing and coordinating the operations of the Public Works Department in the following areas of responsibility: Engineering and Traffic Divisions, and Capital Improvements to the City's Infrastructure.

This position involves the exercise of considerable independent judgement and discretion in interpreting, applying, and enforcing laws, regulations, ordinances, and policies applicable to the related Public Works programs and activities; participating in developing policies and long-range plans for the divisions; providing direction and coordination to technical, operation, and other support personnel through subordinate supervisors; and conducting considerable coordination with other City departments, other governmental agencies, and the public. Assignments involve responsibility for final decision and results in all technical and operational matters, reviewing divisional requests, and preparing the annual budget for related divisions. This employee ensures the installation, clarification, and execution of the programs related to the assigned divisions. The employee's work is reviewed through conferences, reports and effectiveness of operations.

ESSENTIAL JOB FUNCTIONS

- Evaluates and standardizes division/department policies and procedures to improve efficiency and effectiveness of operations.
- Plans, organizes, coordinates, supervises and evaluates programs, services, staffing, equipment and infrastructures as related to the assigned divisions.
- Evaluates Public Works needs and formulates short and long range plans to meet needs in the assigned areas of Public Works under the direction of the Mayor.
- Reviews plans, reports, budget estimates and proposed ordinances and regulations submitted by division supervisors; approves and/or modifies Public Works budget in the assigned areas prior to submitting it to the City Council.
- Assists the Mayor in establishing policy and procedures affecting departmental goals related to the assigned divisions.

- Keeps the City Council advised of critical issues, decisions and actions related to the assigned divisions.
- Attends City Council meetings as needed or directed and represents the City on various commissions, committees and at meetings with the public and governmental agencies relative to the assigned areas of Public Works.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors, and the selection criteria for public contracts in the assigned areas of responsibility.
- Oversees project management for the construction of the municipal Public Works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of reviews and updates to the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- Responds to the public or other inquires relative to department policies and procedures in the assigned areas of responsibility.

Maintains regular contact with consulting engineers, construction project engineers, government agencies, professional and technical groups, and the general public regarding Public Works activities and services in the assigned areas of responsibility.

- Monitors inter-governmental actions affecting Public Works in the assigned areas of responsibility.

SUPERVISORY RESPONSIBILITY

- This position is the immediate supervisor of the following positions:
- Civil Engineer
- Electronics Technician Supervisor

INTERPERSONAL CONTACTS

- This position will interact daily with the other co-directors of Public Works, the Civil Engineer and other personnel of the Engineering Division, and the personnel of the traffic division.
- Frequent interaction with the Mayor, other department directors, the public and representatives of other agencies.
- Occasional contacts will include the lead workers of other divisions.
- If the Mayor is unavailable, work through the Administrative Services Director.

PHYSICAL AND MENTAL CAPABILITIES

The person holding this position shall have the following abilities, knowledge and experience:

- Ability to sit for extended periods of time and intermittently able to move, stand, kneel down, stoop, bend at the waist, twist at the waist, walk, and drive a passenger car or pickup truck.
- Ability to speak and exchange information.
- Ability to see, including close vision.
- Public Works administration and operation.
- Applicable City policies, laws, and regulations affecting Public Works Department activities.

- Construction and maintenance of complex Public Works projects.
- Knowledge and experience of principles and practices of civil engineering and traffic engineering.
- Management principles and practices, including optimum use of human and material resources.
- Technical aspects of the various programs associated with the Public Works Department.
- Conduct necessary engineering research and compile comprehensive reports.
- Direct and coordinate diversified Public Works programs.
- Apply judgement and discretion in resolving problems and interpreting policies.
- Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.

JOB CONDITIONS

The work is typically performed in and office environment, with occasional trips to job sites, other city offices, and other agency offices.

EDUCATION AND/OR EXPERIENCE

- Graduation from a four-year college or university with a degree in related field; College level education in public administration or a closely related field; and
- Minimum of six years previous Public Works experience in a management capacity.
- Knowledge and experience of principles and practices of civil engineering and traffic engineering.
- Experience may be substituted for educational requirements;
- Must possess strong management skills.
- Must possess a valid Washington State driver's license and have a driving record acceptable to the City's insurance carrier.
- Registration as a Professional Civil Engineer in Washington State.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.