

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Public Works Director	CLASS. CODE: 1005
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	City Manager	DATE: 7/1/2002

Job Summary:

Manages and takes responsibility for the Public Works Department as an executive level manager. Oversees and manages the continuous operation of the City's water, sewer, storm drainage, street systems and environmental regulations and services through subordinate professional, technical and clerical personnel.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Carries full responsibility for the continuous operations of the City's water, sewer, storm drainage, street systems and environmental regulations and services.
2. Communicates with City Council on a variety of Public Works issues with formal written and verbal staff reports at a minimum of three times per month.
3. Prepares annual budgets, including a program budget and line item budget consisting of over 400 programs while maintaining compliance with budget instructions.
4. Prepares an annual update to the five-year Capital Improvement Program and annual construction budget.
5. Supervises staff directly; assigns, directs and reviews the work of subordinate personnel; delegates, sets priorities and schedules for completion of work; prepares formal performance evaluations; advises employees of performance requirements and provides feedback as to their progress; holds corrective interviews; advises and counsels individuals as needed; responds to disciplinary grievances, and ensures employee development through proper training.
6. Plans long-range goals, objectives, organizational structure, and overall direction for the department.
7. Develops, communicates, and monitors policies, procedures, and standards for the department; implements improvement when necessary.
8. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
9. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
10. Provides total accessibility to the general public via meetings, email correspondence, telephone, and letters responding to questions or complaints.
11. Attends City Council meetings, Department Head meetings, Water/Wastewater Task Force meetings, and other regular meetings.
12. Settles disputes among Public Works Divisions when necessary.

Important Job Functions

1. Acts as a department-wide resource to all Public Works employees on City codes, policies and practices.
2. Makes decisions regarding program direction on a daily basis.
3. Coordinates Public Works programs with other agencies and volunteer organizations.
4. Recruits and trains new Division Heads.

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5. Attends meetings and various training seminars and conferences as needed.
6. Performs other duties as required by the City Manager and Assistant City Manager.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in public works engineering, civil engineering, public administration or a related field; and, Ten (10) or more years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Professional Engineer License desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and basic office software products.
- State and federal regulations and City codes.
- Public Works engineering.
- Operations budgeting.
- Personnel rules.
- Management practices.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Develop and maintain effective interpersonal relationships.
- Supervise personnel, evaluate performance, and delegate work.
- Work independently and make executive level decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, read, hear and speak for extended periods.
- Stand on occasion for extended periods.
- Bend, kneel, stoop or climb stairs.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.