

Director of Public Works and Development Services
Job Description

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs and controls the functions of the Department of Public Works and Development Services. Develops and implements procedures and practices to provide services in land use, planning, building safety, community development, standard administration, traffic control, parks and recreation, fleet services, water distribution & treatment, sewer collection & treatment, storm drainage, project management and public works inspections. Assures the efficient and economical use of departmental funds and operations. Accomplishes short-term and long-range planning.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Supervises and coordinates public works and parks projects, including planning, organizing, directing and evaluating design, construction or maintenance activities. Direct supervision is provided to employees assigned to the department including planning, building safety, parks, streets, water and sewer. Exercises supervision over clerical, administrative, maintenance and professional staff within the department.

TYPICAL DUTIES/EXAMPLES OF WORK:

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned to a position in this class.

1. Responsible for all aspects of the land use planning and building permits programs. Including short and long-range planning, review of building permits, land use applications, Comprehensive Plan Amendments, Subdivisions, annexations, street vacations and Zoning Ordinance Amendments.
2. Writes and administers grants for planning, public works and parks.
3. Oversees the preparation of bidding, competency of contractors and vendors and the selection criteria for public contracts.
4. Oversees project management for the construction of the municipal public works projects to ensure compliance with time and budget parameters for the project.
5. Plans, organizes, coordinates, supervises and evaluates programs, plans and contracted services for public works, planning, building and engineering.
6. Develop, analyze and monitor all department operating budgets.
7. Provide forecasts and projections for all department operating budget, revenues, rates and fees. Develop, analyze and monitor all department revenue accounts.
8. Determine appropriate course of action which may involve directing staff to schedule new or varied work programs, making recommendations for efficiency enhancements for consideration during budget preparation and preparing reports dealing with department activities.
9. Facilitate meetings related to department functions including public meetings, work groups and teams.

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10. Make effective oral and written presentations and communicate effectively with City Council, Planning Commission, Parks and Recreation Commission and the City's management team.
11. Supervise development of long-range plans for public works improvements based upon an analysis of the needs and interest of the community, projected future demands, capacity of facilities and funding opportunities.
12. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
13. Reviews, recommends and implements amendments to the Municipal Code.
14. Oversees intergovernmental agreements and contracts.
15. Research and analyze complex problems, evaluate varied information and data and exercise sound independent judgment within established guidelines.
16. Maintains regular contact with consultants, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
17. Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendation.
18. Oversees the permitting functions of the department including application, fee assessment and collection, application and plan review, permit issuance, inspection and occupancy.
19. Negotiates, coordinates and manages professional services contracts.
20. Resolves complex disputes between City staff and applicants.
21. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay and sketches pertinent to urban planning and development programs and projects.
22. Train or arrange training of subordinates to ensure that they are capable of effectively performing assigned operations and maintenance activities and possess the required certifications for their position.
23. Assist in the enforcement of local ordinances and in interpreting city codes and master plans.
24. Assist in design for parks, streetscapes, landscapes and other municipal projects.
25. Serves as staff support for various citizen boards, commissions and committees.
26. Implement programs as required by regulatory agencies and for operational efficiencies.
27. Other duties as assigned.

EMPLOYMENT STANDARDS

Budgeting, contract compliance for projects involving new construction or maintenance of facilities, buildings, parks, streets, water, wastewater and storm drainage systems, and other public works; Negotiation of critical and controversial issues with engineers and managers of contractors; Creativity, foresight and sound judgment in planning, organizing and guiding extensive engineering programs and activities; Evaluating technical or cost information and making administrative or design decisions; formulating and interpreting technical and

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administrative policy; Applying standards of acceptable engineering design, construction or maintenance practices and standards based on current technical literature, trends and developments in similar projects including engineering economics; Construction or maintenance equipment and materials; Pertinent codes, statutes, regulations and laws affecting the project(s) assigned; Budgeting/management principles and practices.

KNOWLEDGE, ABILITY AND SKILL REQUIREMENTS:

KNOWLEDGE OF: Acceptable engineering design, construction or maintenance practices and standards based on current technical literature, trends and developments in similar projects including engineering economics; construction or maintenance equipment and materials; pertinent codes, statutes, regulations and laws affecting the project(s) assigned; budgeting/management principles and practices; zoning laws and comprehensive plans including their formation, process of adoption and enforcement; working knowledge of personal computers and GIS applications; administrative principals and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision and contract evaluation and administration; public administration principals and practices related to the activities and functions of municipal government.

ABILITY TO: Effectively supervise the work of others; establish and maintain effective working relationships with other supervisors, employees, outside funding agencies and the general public; communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships with architects, contractors, developers, owners, supervisors, employees and the general public; prepare and analyze comprehensive and technical reports and data.

SKILL IN: Negotiation of critical and controversial issues with top level engineers and managers of contractors; creativity, foresight and mature judgment in planning, organizing and guiding extensive engineering programs and activities; evaluating technical or cost information and making administrative or design decisions; formulating and interpreting technical and administrative policy; operation of personal computer including word processing software, internet software, web search engines and electronic mail; motor vehicle, calculator, telephone, copy and facsimile (fax) machine.

MANDATORY QUALIFICATIONS

A Bachelor's degree in engineering or urban planning. Registered in Oregon as a Professional Engineer (preferred, but not required). A minimum of five years progressively responsible management level experience in public administration. Or, any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered. Must possess a valid driver's license.

DESIRABLE QUALIFICATIONS

Experience with the administration, management, and regulations governing public work areas,

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operations, and maintenance. Experience with the preparation, development, management, and oversight of significantly large budgets. Experience with managing bid processes, negotiations, and the performance of contractors. Experience with short and long-range planning and public works project management. Experience with reviewing construction plans and specifications. Experience in managing and supervising the work of Public Works staff. Experience in using a computer and a calculator. Experience in city planning and economic development, land use planning, zoning and grant administration.

COMPENSATION TYPE: Salary

EXEMPTION STATUS: Exempt