

## **CITY OF TOPPENISH**

### **Class Specification**

---

**Title:** Public Works Director

**Department:** Public Works

**Reports To:** City Manager

**FLSA Status:** Exempt

**Salary Range:** \$7,173 to \$9,324

**Effective Date:** August 2, 2021

---

#### **General Summary**

The Public Works Director is responsible for the areas of water, sewer, solid waste, street, cemetery, parks, City buildings and facilities. Under the administrative direction of the City Manager, the Director is responsible for determining major department policies, for planning long-range programs, resolving difficult administrative problems, and managing the departmental budget. Duties include exercising leadership with the department supervisor, leads, and advising the City Manager in the determination of program needs, the preparation and presentation of programs for approval by the City Manager and City Council, and coordination of the implementation of approved programs.

#### **Essential Functions/Major Responsibilities**

- Supports a positive work environment, keeps others informed of work issues and programs by maintaining quality communications, displays initiative to resolve problems and capitalize on opportunities in the job, and maintains a work environment supporting fair and equal treatment of employees within Equal Employment Opportunity guidelines.
- Confers with and advises supervisor and leads on problems relating to the activities of their division or work area.
- Directs the planning, organization and implementation of overall departmental policies, objectives, and procedures.
- Assists in recruiting and selection of qualified candidates, development of position requirements, evaluation of employee performance, and analyzes and assists in resolving human resource problems.
- Prepares and conducts oral and written employee performance evaluations. Recognizes superior job performance. Corrects undesirable trends in performance consistent with established City policy.
- Maintains working knowledge of safety practices that comply with the occupational safety and health standards and all rules of this position in accordance with the applicable provision of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).
- Participates in and leads various interdepartmental project groups, special projects, and task forces.
- Assures efficient and economical use of the Department's funds, personnel, materials, facilities, and time.
- Meets with vendors, contractors, and consultants regarding departmental activities.
- Prepares, develops, and administers Department budget, including forecasting of funds for capital projects and monitoring of expenses. Justifies budget requests and amendments.
- Plans for existing and future equipment, and facility needs.
- Monitors all inter-department fiscal operations and monitors expenses.

- Prepares or reviews reports for the city manager, city council, or commissions. Works closely with council and other public and private groups to explain or coordinate plans for proposed projects, and to respond to their concerns.
- Monitors legislation and develops policies and programs to ensure compliance with federal, state, county and local laws and regulations.
- Manages and negotiates project-related contracts and ensures contractor compliance, budget and expenses, and the quality control of capital projects. Oversees Project management for the construction of all capital projects.
- Participates in the selection of consultants and prepares scopes of service, construction cost estimates, contract bid documents, and evaluation criteria, and arranges for the bidding and award of construction contracts.
- Responsible for resolution of project-related problems/concerns; explains, justifies, and defends public works programs, projects, and activities; negotiates and resolves sensitive and controversial issues.
- Manages project close-out, processing of contract bonds, and review and disposition of final project files.
- Reviews plans submitted for all residential and commercial development to ensure compliance with adopted regulations and standards relating to water, sewer, stormwater, street cuts, and other public and private improvements and adequacy of application for permit.
- Responds to concerns or requests for information from contractors, developers, property owners, and the public. Assures compliance with state and local codes and design standards.
- Coordinates City projects and Public Works activities with other City departments, governmental agencies, and other private and public utilities.
- Directs the preparation, monitoring, and updating of water, sanitary sewer, and storm water system plans.
- Directs the preparation, monitoring, and updating of the six-year transportation improvement plan.
- Directs the preparation, monitoring, and updating of six-year capital facility plan.
- Directs the preparation, monitoring, and updating of design standards.
- Researches and responds to questions or problems raised by City Council, City Manager, other City departments, outside agencies, and the public.
- Coordinates work of the Public Works Department with other City departments, outside agencies and concerned citizens.
- Provides staff assistance to the City Council, attends regularly scheduled City Council meetings, and participates in a variety of boards, commissions, and committees as assigned.
- Prepares and presents department reports and writes information for council agendas and other necessary correspondence to the City Council.
- Attends work on a regular and dependable basis.
- Other duties as assigned.

### **Job Scope**

Position encounters a wide diversity of work situations and involves a high degree of complexity due to scheduling of department assets with project requirements. It is responsible for developing procedures, policies, and objectives and operates independently with minimal supervision. Errors in work or judgment could result in additional costs, delays, personnel injuries, adverse employee morale, reputation or City image or liabilities to the City. Decisions are made within broad interpretation of applicable laws and governmental guidelines.

Position has total budgetary preparation/compliance accountability for an operating budget of approximately \$9M and capital budget of approximately \$6M. The position is accountable for control of capital assets valued greater than \$500,000 and for all long-range operational and strategic planning.

### **Supervisory Responsibilities**

Position has full supervisory responsibilities for all Public Works employees.

### **Interpersonal Contacts**

Contacts are normally self-initiated and made with others both inside and outside the city government, over the phone and in person. Interactions frequently include confidential/sensitive information necessitating discretion.

### **General Skills and Abilities:**

- Manages City assets.
- Interprets rules and regulations.
- Communicates clearly verbally and in writing.
- Assesses and evaluates situations effectively.
- Exerts optimal effort in successfully completing tasks.
- Takes initiative with minimal supervision.
- Manages time efficiently and effectively through schedule and prioritizing.
- Works within and contributes to the effectiveness of a team, respecting differences.
- Reports for work regularly and on time.

### **Required Abilities**

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Effectively present information to the City Council, public groups and/or boards.
- Independently review and process all levels of permits and projects.
- Systematically gather, organize, and analyze data.
- Review and process a variety of permit applications.
- Write reports clearly and convey technical information to lay persons.
- Plan, schedule and execute projects.
- Observe and evaluate trends, analyze data, and draw logical conclusions.
- Think conceptually and perform problem analysis, advanced math, and creatively solve work problems.
- Provide a high level of customer service through well-developed and effective communications (verbal and written.)
- Establish and maintain effective working relationships.
- Use discretion in all contacts.
- Make decisions based on sound judgment leading to logical conclusions.
- Speak, read, write, and understand English.
- Stand, sit, talk, hear, grasp, handle, and perform repetitive motions of the hands and wrists.

**Required Knowledge**

This position requires the knowledge of how to manage a Public Works department; solid understanding of the processes, techniques, materials, and equipment used in Public Works projects; supervisory practices and procedures and ability to supervise others in accordance with an organization's policies and applicable laws; training for employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and Experience**

- Minimum of five years well-rounded supervisory/management-level responsibility for operations and maintenance of two or more public work utilities, operating division, or facilities with a solid record in achieving results through quality improvements in service delivery **AND**
- Bachelor's degree in Public Administration, Management, Engineering – **OR**
- Any combination of experience, education, and training that would provide the level of knowledge and ability required, PLUS four years of related experience and/or training (total 9 years of experience.)
- Bi-lingual (Spanish) preferred.
- Valid Washington State Driver's License or the ability to obtain one within thirty days (30) and pass a driver's record check with a good driving record. CDL preferred.

**Job Conditions**

Job may require entering hazardous construction sites and occasional exposure to hazardous chemicals and/or fumes. Must be able to work on an "on-call status." Performs work in various types of extreme weather conditions. Must be able to lift and/or carry 30 pounds.

APPROVED

  
Lance Hoyt, City Manager