

PUBLIC WORKS/UTILITIES DIRECTOR

Exempt
Revised 05-01-2017

DESCRIPTION OF WORK

The Director of Public Works/Utilities shall be responsible to the City Manager for the proper supervision and administration of the Public Works and Utilities Department (“Department”). The Department includes all public works and utility divisions including but not limited to street maintenance, electric, water, sewer and refuse utilities, fleet and facilities.

ESSENTIAL DUTIES-AND EXAMPLES OF WORK

Plans, organizes, directs, and oversees the operation of the electric, water, wastewater and refuse utilities of the City and all public works divisions including, but not limited to, street and sidewalk maintenance, snow removal, parking facilities and fleet and facilities; prepares and administers the annual budget for the Department; makes presentations to the City Manager, City Council, and the general public; organizes and performs short term and long term maintenance, operations and capital planning; plans staffing levels, sets performance targets and implements systems to improve performance, provides training of staff and budgets for employee and workplace safety; oversees contracts with contractors performing work for the City; oversees the planning and construction of capital improvements affecting municipal utilities and public works; maintains and purchases inventory; monitors utility rates and makes recommendations on levels of rates; handles customer complaints; helps to assure the reliability of utility and transportation systems; oversees the purchasing of needed Department materials and supplies; prepares contracts and agreements with other agencies; consults with division supervisors concerning problems, programs, and policies in force in the department; makes recommendations to the City Manager or designee as to personnel actions, including hiring, termination, promotion and disciplinary actions in the Department; provides advice to the City Manager and other departments concerning utility and transportation capital development and planning; provides advice to the City Manager and other departments concerning utility and transportation operating and maintenance matters; organizes, coordinates, directs, and supervises Department staff; identifies and applies for grant opportunities that may provide funding for the planning for and capital improvements beneficial to the Department; writes reports and maintains records of operations. Participates with the City Manager, City Council and Department Heads on other high level administrative functions of the City.

OTHER DUTIES INCLUDE: Performs related duties as assigned, assists other departments, responds to emergency situations.

QUALIFICATIONS

1. Extensive administrative, management and leadership skills.
2. Extensive knowledge of strategic planning and asset management.
3. Extensive knowledge of electric utility operations.
4. Knowledge of water and wastewater treatment, delivery and collection systems and services.
5. Knowledge of refuse collection operations, staffing, recycling and disposal.

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6. Knowledge of hazards and safety principles and practices inherent to utility and public works operations.
7. Knowledge of short and long range operational and financial planning and budgeting for public works and utility operations.
8. Thorough knowledge of principles and practices of modern public works and utility administration.
9. Thorough knowledge of federal, state, and local laws and ordinances enforced by and/or administered by the Department.
10. Thorough knowledge of the City Charter, City Codes and personnel policies. Ability to establish and achieve appropriate goals and objectives of the Department.
11. Ability to effectively plan, organize, implement and coordinate the work of varied divisions within a public works and public utilities department.
12. Ability to analyze situations and data, and to arrive at conclusions based on training and experience, and to make logical command decisions that affect life and property.
13. Ability to maintain a high level of morale, command the respect of staff, and to assign, direct and evaluate their work.
14. Possess hand/eye/foot coordination to use office equipment, computer systems and motor vehicle(s) appropriate for a Public Works/Utilities Director.
15. Perform light physical work; to lift and carry 25 pounds.
16. Stand, climb, twist, grasp, ride, walk, sit, pull and perform a variety of similar body movements.
17. Talk and hear in person, by telephone and two-way radio.
18. See and read reports, inspect work in progress, and to maintain records.
19. Establish and maintain effective working relationships with superiors, the public, public officials, volunteers and employees.

EXPERIENCE, EDUCATION AND TRAINING

Education should include a Bachelors Degree in Civil Engineering, Public Administration or Business Management or a similar degree and eight years of progressive management in public works or public utility operations.

SPECIAL REQUIREMENTS

Possess a valid Colorado driver's license. Will be required to pass a background screening, pre-employment drug test, a physical exam and review of driving record.

The Director of Public Works and Utilities shall, before entering upon the duties of the office, take, subscribe and file with the City Clerk an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado and the Charter and ordinances of the City of Delta in accordance with Article XI 138 of the City Charter.

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