

## CITY OF SHIVELY, KENTUCKY

### PUBLIC WORKS DIRECTOR

*Note: Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Please note that all City of Shively employees may be drug tested.*

#### **JOB DESCRIPTION:**

The Public Works Director will plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including street maintenance and construction, central maintenance, engineering, traffic engineering, building maintenance, solid waste services, city parks and golf course; coordinate assigned activities with other city departments and outside agencies; and provide highly responsible support to the Mayor's office, as well as, exercises direct supervision over professional, management, technical, and maintenance staff.

#### **EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:**

##### **Essential duties and responsibilities**

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, engineering, traffic control, building maintenance, levee maintenance and solid waste services; revise, recommend and administer policies and procedures.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

7. Serve as one of the City's resource for technical engineering expertise and will work with City Engineer for design services.
8. Prepare, oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
11. Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
12. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions /developments.
13. Represent the Public Works Department in the community and to the general public, coordinate / facilitate Public Works activities with public service needs.

#### **Other important duties and responsibilities**

1. Provide assistance to the City Clerk
2. Prepare and present staff reports and other necessary correspondence in a timely manner.
3. Provide staff support for community outreach as needed
4. Attend and participate in council meetings.
5. Oversight of Golf Course maintenance and landscape.
6. Stay abreast of new trends and innovations in the field of public works administration.
7. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
8. Perform other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

##### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive public works program

- Management skills to analyze programs, policies and operational needs
- Construction techniques involving streets and roads, drainage systems, flood control
- Collaborate and work with MSD regarding sanitary sewers as needed
- Principles and procedures of facility maintenance
- Principles and practices of program management, development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluations
- Current Human Relations and employee labor law issues
- Pertinent Federal, State and local laws, codes and regulations

**Ability to:**

- Plan, organize, direct and coordinate the work of staff
- Select, supervise, train and evaluate staff
- Delegate authority and responsibility
- Lead and direct the operations, services and activities of the Public Works Department
- Determine the feasibility of various municipal projects
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects
- Identify and respond to community issues, concerns and need
- Develop and administer goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Interpret and apply Federal, State and local policies, procedures, laws and regulations

- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Follow all safety rules and regulations of the department to which assigned

**Experience:**

- Five years of increasingly responsible experience in public works, construction or a related field, including administrative and supervisory responsibility. (*Note: Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.*)

**License:**

- Possession of or ability to obtain, an appropriate, valid driver's license

**DESIRED QUALIFICATIONS**

- **Education / Training:** Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering or a related field
- **Residency Preferred:** Desired residence within the incorporated boundaries of the Jefferson County or Shively, Kentucky within the first six (6) months after date of employment, failure to do so may result in termination.
- **License or Certificate:** Possession of or ability to obtain, an appropriate, CDL license

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office/field environment; may work in inclement weather conditions

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles

**SALARY: *COMMENSURATE WITH EXPERIENCE***