CITY OF PACIFIC

JOB DESCRIPTION

Job Title: Public Works Manager  Department: Public Works

Job Code: N/A  Salary: $9,295.52-$11,069.03/DOE

Reports to: Mayor and City Administrator  Effective date: 07/06/2022

General Statement of Duties

Performs difficult professional, technical and administrative work planning, organizing and directing a variety of public works activities including; engineering work in design, planning and delivery of capital projects; equipment services and buildings, grounds maintenance; parks; solid waste; street maintenance and repair; water, wastewater and stormwater utilities; and emergency management.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the work of employees engaged in a variety of municipal services. The employee provides technical advice and assistance to management, the Mayor and the City Council in the improvement of streets and other infrastructure and insures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the division. The employee represents the City to a wide variety of citizens, developers, etc. The employee is subject to working in inside and outside environments in extreme weather and in heavy traffic in the streets.

Duties and Responsibilities

- Manages and plans the activities of all public works division staff; ensures coordination of activities with other divisions and departments.
- Reports to the Mayor and advises them both as well as the City Engineer, Community Development Manager and officials on public works projects and activities; participates in plan review to ensure quality and proper layout and maintenance of streets and utility systems.
- Works with the City Engineer to review contracts and project both current and proposed.
- Researches, recommends and implements operational changes and improvements.
- Performs selection, promotion, training, counseling and disciplining of department personnel; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines and provides guidance and direction.
- Makes field inspections of division projects to review progress and ensure quality.
• Engages in considerable personal contact with citizens concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other divisions and departments; attends City Council meetings when needed on agenda items.

• Develops and recommends a six (6) year Transportation and Capital Improvement Programs (TIP and CIP) of Public infrastructure projects and provides project management.

• Prepares and reviews division operating and capital budgets; monitors and approves expenditures.

• Insures that proper records are maintained of division operations; analyzes trends and work orders for effective decision making.

• Researches, plans and implements changes in regulations on transportation, utility, storm water, safety and other related issues.

• Plans, organizes and monitors a variety of contracted work such as street resurfacing, sidewalk or drainage construction projects; buildings and grounds maintenance (parks) projects; coordinates with engineers and contractors.

• Prepares reports and makes recommendations for City Council and commission agenda items

• Performs other duties as assigned.

**Recruitment and Selection Guidelines**

**Knowledge, Skills and Abilities**

• Thorough knowledge of the principles and practices of public works administration, planning and construction as applied to the field of public works, design, construction and operations including street and highway, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology, planning and development, inspections and GIS.

• Thorough knowledge of related City policies, state and federal laws and regulations.

• Thorough knowledge of the equipment and materials used in the construction, maintenance and repair of stormwater systems, streets, buildings and grounds.

• Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations

• Working knowledge of related engineering principles and practices.

• Considerable knowledge of the principles and practices, laws and regulations relating to supervised functions.

• Ability to interact with legal counsel on claims and litigation regarding contracts and negotiate construction contract claims and changes

• Ability to supervise employees and subordinate supervisors including effective communications, motivations, staffing, discipline and performance coaching and evaluation to produce high performance.

• Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines

• Ability to prepare complex and detailed records and reports.

• Ability to maintain effective working relationships with City officials, other public officials, employees, contractors and the general public.

• Ability to present ideas effectively in oral and written form.
Physical Requirements

- Must be able to perform the physical life functions of climbing, stooping, reaching, standing, walking, pushing, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.
- Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data and to read maps, schematic drawings and plans.

Minimum Education and Experience

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be a bachelor's degree in engineering or Public Administration from an accredited institution and six (6) years of municipal engineering experience that includes two to three years of supervisor and/or management responsibility, plus a valid Washington PE license.

Special Requirements

Possession of a valid Washington Commercial Driver’s License.