

POSITION DESCRIPTION

Title: Public Works Utilities Director
Department: Columbus Utilities
Date:
FLSA: Exempt
Wage Range:
Approved:

GENERAL PURPOSE

This position is responsible for the general administration, planning, development, direction, and day-to-day operations of Columbus Department of Public Works and Utilities to include Streets, Parks, Cemetery, Water, Electric and Wastewater. The responsibilities will be mostly managerial and administrative; however, the Director must be prepared to perform a variety of skilled and semi-skilled work for the operation and maintenance of the streets, heavy equipment, parks, and facilities.

SUPERVISION RECEIVED

This appointed position works under the supervision of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to Columbus Department of Public Works and Utilities staff; assigns, directs and evaluates their performance. Makes effective recommendations regarding salary increases, promotions, hiring and terminations.

Complete staff reviews.

Initiate disciplinary procedures.

Participate in any Department interviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Holds primary responsibility for all aspects of utility operations, administration, financial oversight, and planning:
 - Operation and maintenance
 - Planning and development
 - Policy development and implementation
 - Budget oversight
 - Financial strategy
 - Personnel management
 - Facilitation of Utility Commission oversight and governance
 - Community relations
- Oversee day-to-day operations including operation, construction, maintenance and repair of the electric, water, and the wastewater systems.

- Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, Hillside Cemetery, stormwater management and facilities, traffic control devices, sidewalks, bridges, and streets, including snow and ice removal
- Work collaboratively with other city departments and department personnel to achieve productivity targets and to meet established City policies, objectives, and goals.
- Provide responsible staff assistance to the City Administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
- Be an active participant in all Department Head and Utility Commission meetings, and attend Common Council and other city meetings as required.
- Attends various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.
- Assures all work is carried out within budget; monitors revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepares annual budget requests.
- Works in partnership to consult in the review of all private project development plans to ensure adequate infrastructure planning and compliance of plans to construction standards for all related infrastructure development, including wastewater and water connections.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training: work with employees to correct deficiencies; implement discipline and termination procedures.
- Produce required regulatory reports and ensure compliance with regulatory requirements, laws codes, and enforcement actions.
- Ensure that a safe work environment is maintained by monitoring and enforcing proper equipment checks, workplace safety and situational awareness among staff.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serves as staff liaison to the cemetery board and beautification committee.
- Creates and adheres to vehicle maintenance schedule for city fleet. Ensures maintenance of an accurate inventory system of all Utilities and Public Works parts, tools, materials, and equipment. Maintains informed replacement schedule based on this inventory.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in:
 - Engineering, Public or Business Administration, or other related field
 - **or** equivalent experience.
- Five (5) years of municipal public works experience and five (5) years of progressively responsible utility experience preferred.
- Minimum three (3) years supervisory experience required.
- Strong leadership, communication, project management, regulatory compliance, and safety oversight skills required.
- Highly responsible professional able to manage multiple tasks simultaneously.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, City Council, and the public.
- Experience to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.
- Lead and motivate with integrity and honesty at all times.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This 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.

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

Employee Name – *Please print*

Employee Signature

Date