

CITY OF MEDINA
CLASSIFICATION DESCRIPTION

POSITION: Public Works Director
DEPARTMENT: Public Works
REPORTS TO: City Manager
FLSA STATUS: Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

THE CITY OF MEDINA

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk’s office (also known as Central Services), Development Services, Police, Finance, and Public Works.

Mission: Ensure efficient delivery of quality public services, act as responsible stewards of Medina’s financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

DEFINITION

Under administrative direction from the City Manager, performs a variety of supervisory, administrative and professional work in planning, organizing, directing, and supervising the programs and projects of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

Responsible for the operations of the Planning, Building and maintenance of the city and its roads and parks.

SUPERVISION RECEIVED/EXERCISED: Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following):

1. Manages and supervises public works operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional engineering and public works advice to supervisors and other officials; makes private and public presentations to supervisors, city council, boards, commissions, civic groups and the public.
4. Communicates official plans, programs, policies and procedures to staff and the public.
5. Prepares annual budget; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Prepares and/or supervises a variety of studies, reports and related information for decision-making purposes.
8. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
9. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, drawings and sketches pertinent to development and capital projects.
10. Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility.
11. Supervises the review of private project development plans for compliance with codes, regulations, and standards related to public works; ensures adequacy of applications for permits and compliance with approved plans.
12. Oversees the development or update of the City Transportation Improvement Program, the Capital Improvement Program, and other plans involving the municipal infrastructure.
13. Oversees project management for the construction of the municipal public works projects; ensures contractor compliance with time and budget parameters for the project.
14. Maintains regular contact with consulting engineers, construction project engineers, City, Special Districts, County, State and Federal agencies regarding department activities and services.

15. Monitors inter-governmental actions affecting public works.

Other Duties

1. Because of the small size of the city staff, each employee may be required to perform a wide range of duties from time to time.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:

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

The physical demands described here 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 functions.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office, and moderate in the field. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field and five (5) years of related public works experience including at least two years in supervision.

Special Requirements

A valid Washington State driver's license is required at the time of appointment or at a time set by the city. Registration as a Professional Engineer may be required at the time of appointment or at the time set by the city.

Knowledge of:

- Civil engineering principles, practices, methods, trends and developments as applicable to a municipal setting.
- Applicable laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personal computers and GIS applications.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Ability To:

- Operation of personal computer, including word processing, database, spreadsheet, permit tracking and software.
- Reading and interpreting maps, blueprints, property descriptions, charts, graphs, statistical data; and engineering, architectural and landscaping plans and designs.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating effectively verbally and in writing as appropriate for the needs of the audience, often in stressful situations.
- Adjusting actions in relation to others' actions.
- Establishing and maintaining effective working relationships with employees, city officials and the public.
- Understanding written sentences and paragraphs in work related documents.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Motivating, developing, directing people and evaluating their work.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Being aware of others' reactions and understanding why they react as they do.
- Bringing others together and trying to reconcile differences.
- Performing research and making clear and concise reports and recommendations.
- Making effective presentations.
- Preparing and analyzing comprehensive and technical reports and data.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the City and requirements change.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

Date _____