

Public Works Director

GENERAL PURPOSE

Performs advanced executive, administrative, and professional work directing the overall operations, planning, and management of the Public Works Department. This position is responsible for establishing departmental vision, policy direction, and strategic priorities while ensuring effective delivery of public infrastructure and services.

The Public Works Director provides leadership over all divisions including water, sewer, streets, and related infrastructure systems. This position focuses on long-term planning, financial management, regulatory compliance, and organizational leadership rather than direct day-to-day field supervision.

This position operates within the City's administrative structure under the Chief Administrative Officer (CAO), ensuring that Public Works functions align with City-wide goals, policies, and strategic initiatives.

Direct day-to-day field supervision is delegated to the Public Works Operations Manager.

SUPERVISION RECEIVED

Works under the administrative direction of the Chief Administrative Officer (CAO).

SUPERVISION EXERCISED

Exercises direct supervision over the Assistant Public Works Director and Public Works Operations Manager. Exercises overall managerial oversight of division supervisors, superintendents, and departmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership & Administration

- Provides overall leadership and direction for the Public Works Department.
- Establishes departmental goals, policies, and performance expectations.
- Ensures alignment of departmental operations with City-wide administrative direction established by the CAO.
- Advises the CAO, Mayor, and City Council on public works matters, infrastructure needs, and operational priorities.

Financial Management & Budgeting

- Develops and administers the departmental budget.
- Monitors revenues and expenditures to ensure fiscal responsibility and sustainability.
- Identifies funding opportunities including grants and external financing.
- Oversees long-term financial planning related to infrastructure and capital needs.

Public Works Director

Capital Planning & Project Oversight

- Leads development and implementation of the Capital Improvement Plan (CIP).
- Provides executive oversight of public works capital projects.
- Coordinates with engineers, contractors, and regulatory agencies.
- Ensures projects are delivered in compliance with applicable standards, timelines, and budgets.

Regulatory Compliance & Risk Management

- Ensures compliance with all local, state, and federal regulations.
- Oversees environmental, safety, and operational compliance programs.
- Directs preparation of required reports, documentation, and regulatory submissions.
- Supports audit processes and risk management efforts.

Organizational Leadership & Coordination

- Provides leadership and direction to the Assistant Public Works Director and Operations Manager.
- Establishes strategic priorities and ensures effective delegation of responsibilities.
- Promotes coordination across divisions and with other City departments.
- Supports organizational development, workforce planning, and succession planning efforts.

Community & Intergovernmental Relations

- Serves as primary point of contact for public works-related issues.
- Responds to citizen concerns and service requests at a policy or executive level.
- Coordinates with external agencies, regional partners, and stakeholders.
- Represents the City in matters related to infrastructure and public works operations.

PERIPHERAL DUTIES

- Supports staff training, leadership development, and organizational initiatives.
- Participates in strategic planning and City-wide initiatives.
- Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; or a minimum of five (5) years of progressively responsible experience in public works, utilities, or municipal infrastructure including significant supervisory and management responsibility; or any equivalent combination of education and experience.

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NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of municipal public works systems including water, sewer, streets, and infrastructure operations.
- Knowledge of public administration, budgeting, and capital planning principles.
- Knowledge of applicable safety, environmental, and regulatory standards.
- Ability to lead a complex municipal department through strategic planning and organizational management.
- Ability to develop and manage budgets and capital programs.
- Strong leadership, decision-making, and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to establish and maintain effective working relationships with employees, officials, contractors, and the public.

SPECIAL REQUIREMENTS

- Must possess or obtain a valid State driver's license.
- CDL Certification preferred but not required.
- Relevant utility certifications are desirable.
- Professional Engineer (PE) registration is preferred but not required.
- CAD, GIS, and survey experience preferred but not required.