

# Public Works Director

**DEPARTMENT:** Public Works  
**DIVISION:** N/A  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes



## **POSITION SUMMARY**

The Public Works Director is a highly responsible executive level position and a key contributor to the City’s leadership team. The Public Works Director performs complex managerial and professional work in planning, organizing, directing, and overseeing the operations of the City of St. Helens Public Works Department to maintain the quality and safety of the City’s infrastructure and deliver associated programs and services reliably, efficiently, and cost effectively. The director provides leadership and strategic direction to the department, coordinates activities with other departments and outside agencies including, planning, organizing, directing, and coordinating the work of management, supervisory, professional, and technical personnel, and delegating authority and responsibility as necessary.

The Public Works Department is organized into five primary divisions: Engineering, Public Works Operations, Facilities Maintenance, and Water Quality which includes the Wastewater Treatment Plant and Water Filtration Plant.

## **SUPERVISION RECEIVED**

Works under the broad policy guidance of the City Administrator.

## **SUPERVISION EXERCISED**

Exercise direct supervision to all department personnel including management, supervisory, technical, and clerical staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Assume full management responsibility for all public works department services and activities including engineering, water, wastewater, drainage utilities; streets, traffic engineering, and pavement management; construction management for public and private transportation and utility infrastructure projects within the city.
- Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service, and staffing levels; allocate resources accordingly.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

- Serves as a member of Executive Leadership Team and participates on committees and task forces in citywide policy and management issues and other strategic initiatives.
- Develops written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Consult and provide support to Human Resources during labor negotiations; ensure compliance of union contracts when determining and administering personnel actions.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations, and reviews all construction bids.
- Oversees public works projects to ensure contractor compliance with time and budget parameters.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinate department activities related to or impacting service areas of other departments and outside agencies, schools, and organizations.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the public, and media representatives.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Undergraduate degree in civil engineering, public administration, or business from an accredited four-year university. Master's degree preferred.
- Five (5) years of broad experience in engineering or public works related positions with at least three (3) years in management role.  
OR
- Any equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of civil engineering, principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting department activities.
- Preparing and analyzing cost estimates on complex projects; skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

## **SPECIAL REQUIREMENTS**

- a. Valid state driver's license or ability to obtain one prior to employment.
- b. Must be physically capable of moving about on construction work sites and under adverse field conditions.
- c. On call availability including afterhours and weekends to respond to public works emergencies, inclement weather disasters, and infrastructure challenges.
- d. Maintain and operate a City-issued emergency response vehicle.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; emergency response motor vehicle; phone.

## **PHYSICAL DEMANDS**

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 performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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 occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

## **EMPLOYEE ACKNOWLEDGMENT**

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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.

The 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 received a copy of the **Public Works Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### **Signatures:**

\_\_\_\_\_

Public Works Director

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

City Administrator

\_\_\_\_\_

Date