

City of Manzanita, Oregon

Position Description

Job Title: Public Works Director

FLSA: Exempt

Supervisor: City Manager

Type: Full-Time

Department: Public Works

General Statement of Responsibilities

Plans, organizes, directs, and performs the functions, activities, and operations of the City's public works department to ensure the provision of safe drinking water and operation and maintenance of the city's public works infrastructure. Directs and oversees the activities of department personnel. Serves as Direct Responsible Charge for the city's water supply system.

Supervision Received

Works under the general supervision of the City Manager. May receive lead direction from the Assistant City Manager, in the City Manager's absence.

Supervision Exercised

Supervises Public Works Department employees. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and fire, or effectively recommend the same.

Examples of Duties - Essential Functions

1. Oversees and participates in the operation of the city's drinking water production facility including sampling, testing, and monitoring; recording, analyzing, and reporting data; and operation, maintenance, repair, and replacement of facilities. Serves as Direct Responsible Charge for the city's water supply system.
2. Plans, schedules, implements, and oversees public works projects and staffing in the maintenance, construction, and operation of parks, streets, wastewater, stormwater, buildings, drinking water, and other city infrastructure and facilities.
3. Prepares, recommends, and manages public works department budget(s).
4. Prepares and delivers documents and reports as needed/required including presenting updates and information to the City council and budget committee, participating in department head meetings, completing State required reports, and speaking to community groups when needed.
5. Reviews and issues public right-of-way permits, and other related permits.
6. Cleans restrooms and empties trash from public areas, as needed.
7. Follows all safety rules and procedures for work areas.
8. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.

9. Oversees assigned programs such as emergency response planning, cross connection program, and occupational safety.
10. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- An Associate's Degree;
- AND Five years' experience maintaining public works infrastructure facilities, including at least one year supervisory experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record is required. Level II Water Distribution and Level II Water Treatment certificates are required at hire. One or more of the following are preferred: Oregon Flagger certificate, CPR/First Aid certificate, ICS 700, ICS 800, ICS 300, and ICS 400.

Knowledge of: Knowledge of operation and maintenance principles, practices, tools and materials for maintaining and repairing City infrastructure systems and facilities. Knowledge of water distribution systems including isolation and control valves, and service meter location. Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.

Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Skilled in the operation and maintenance of equipment and tools used in the course of work. Skill in the application of supervisory and coaching practices and techniques. Construction project management skills. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills. Strong organizational skills.

Ability to: Ability to accurately assess, implement, and coordinate repair and maintenance needs in the field. Ability to follow oral and written instructions. Ability to prioritize, delegate, and complete objectives with little functional oversight. Ability to meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to pass a pre-employment criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 25 pounds, occasionally move material over 25 pounds, and rarely move material over 50 pounds. Manual

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dexterity and coordination are required for over half of the daily work period which is spent while operating hand tools, power tools, motor vehicles, and heavy equipment, in addition to standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *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 position, the employee is primarily working outdoors with exposure to all types of weather conditions on a year-round basis. The employee is exposed to inclement weather conditions, dirt, grease, oil, chemicals, and exhaust. The noise level in the work environment may require hearing protection.

Employee will wear proper protective equipment in compliance with city policy and OSHA standards to include reflective vest, protective footwear, safety glasses, gloves, hearing protection, and hard hat where recommended/required.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name Incumbent Signature Date

Supervisor Name Supervisor Signature Date

Date Revised: January 2018

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