

PUBLIC WORKS DIRECTOR

NATURE OF WORK

This is supervisory technical, administrative, and maintenance work.

Under policy direction from the Mayor and City Council, plans, organizes, directs and integrates the City's public works and utilities activities and functions; provides expert professional assistance to City management in areas of expertise, including engineering, municipal water, wastewater collection, and street and landscape maintenance, City code enforcement and inspection; and performs related duties as required.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Plans, organizes, controls, integrates and evaluates the work of the Public Works Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City, Mayor and Council's missions and priorities; directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Civil Service Rules and Regulations.
- Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, water distribution and wastewater collection system infrastructure.
- Developing, implementing and overseeing an organized, and highly efficient "work order" system for the Public Works departments.
- Enforcement of City Codes & Ordinances (advising on electrical, utility, and water/sewer codes).
- Carrying out inspections of new constructions (verifying compliance with City Codes).
- Working closely with local law enforcement and judicial systems in coordinating, organizing and supervising community service actions such as (alternative sentencing, court-ordered penalties, and through charitable organizations) taking place on City grounds and facilities.
- Advises the Mayor, City Council, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Coordinates, reviews and approves the work of the City's contract City Engineer and a wide variety of independent service providers, including trash collectors, public works maintenance and

construction contractors, public utilities maintenance and construction contractors; landscape architects and landscaping contractors, tree maintenance contractors and others.

- Monitors developments related to public works and utilities matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and public utilities.
- Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Reviews and advises on development plans and permits for work in City rights-of-way.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Theory, principles, practices and techniques of public works, engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; Applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of Mayor and elected City Council; the City's Civil Service Rules and Regulations; principles and practices of management and supervision.

Ability to:

Plan, direct and integrate broad, comprehensive public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop and execute clear and concise work orders; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

TRAINING AND EXPERIENCE REQUIREMENTS

A typical way of obtaining the knowledge, skills, and abilities outlined above is through a combination of progressive public works responsibility through work experience; and major course work at a four-year university in civil engineering, or major coursework at a technical or specialty school.

More specifically:

- At least six years of construction, or utilities (water/wastewater, utility maintenance), and/or street maintenance work experience.
- At least two years of management and/or supervisor experience in one or more of the above-mentioned disciplines. Ideally, senior management experience in a municipality or public sector agency.
- A professional license or certification obtained through coursework from a technical school or 2-year institution within at least one of the applicable disciplines.

OR

- A bachelor's degree or higher in a related and applicable field.

AND

- At least four years of construction, or utilities (water/wastewater, utility maintenance), and/or street maintenance work experience; with at least one year of that time being in a management and/or supervisor capacity in one or more of the above-mentioned disciplines. Ideally, senior management experience in a municipality or public sector agency.
- Must be a registered voter.

ALL INCUMBENTS MUST HAVE A VALID CLASS E LOUISIANA DRIVER'S LICENSE