

TITLE: Public Works Director

PW/1

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position directs the street maintenance, storm drainage, refuse collection, city garage, water distribution, sewer collection, engineering, cemetery, WWTP, general services, and related operations of the city.

MAJOR DUTIES:

- o Directs department services and activities including the management of crews in water production, treatment, and distribution; solid waste collection; sewer collection; waste water treatment; street and pavement management; storm runoff drainage; facilities, and equipment maintenance and procurement.
- o Monitors the condition of the city's infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, water systems facilities, sewer collection system, wastewater treatment plant for maintenance, repair, and replacement.
- o Oversees emergency response operations.
- o Oversees and participates in the development and administration of the division budgets; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors expenditures and implements budgetary adjustments as appropriate and necessary.
- o Prepares the Capital Improvement budget for the department; oversees the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects; monitors capital improvement projects to ensure projects are completed within budget.
- o Manages and participates in the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels; plans, directs, coordinates, and reviews the work plan for supervisory, professional, and technical staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- o Reviews subdivision plans, site plans, and all related construction drawings to ensure compliance with city construction standards and specifications; meets and confers with developers, contractors, engineers, and the general public relative to city policies, regulations, and procedures; coordinates discrepancies and problem situations with outside parties.

- o Prepares and compiles the city's master plans for water, sewer, storm drainage, and traffic to ensure long-term viability of infrastructure while minimizing long-term cost to taxpayers; maintains city construction specifications and standards to ensure quality control construction for all new development.
- o Prepares and directs the preparation of various reports to staff/City Manager and state and federal entities; coordinates special studies on a variety of complex problems that require a high degree of technical competence and political awareness; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to financial programs, policies, and procedures as appropriate.
- o Selects, trains, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- o Serves as liaison for Public Works with other city departments and outside agencies; negotiates and resolves sensitive and controversial issues; maintains regular contact with consulting engineers, construction project engineers, state and federal agencies, professional and technical groups and the general public regarding department activities and services.
- o Attends and participates in professional group meetings; maintains awareness for new trends and developments in the field of public works, including legislation, court rulings, and professional practices and techniques; recommends new developments as appropriate.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- o Knowledge of the principles of budget preparations and expenditure control.
- o Knowledge of the methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- o Knowledge of codes, ordinances, resolutions, laws, recent developments, current literature, and sources of information in municipal public works.

- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in coordinating multiple-unit activities to achieve targeted results.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include city construction specifications and standards, and state department of transportation construction standards, and state department of health regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Public Works Department. Successful performance in this position results in the proper maintenance and repair of the city's infrastructure.

PERSONAL CONTACTS: Contacts are typically with other city personnel, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light or heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office, warehouse, or outdoors. The employee is exposed to dust, dirt, grease, machinery with moving parts, and

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occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Deputy Director (1), Waste Water Treatment Plant Manager (1), Garage Supervisor (1).and Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued for the type of vehicle or equipment operated.