



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Public Works Director	5705
REVISED:	July 13, 2017	FLSA: Exempt

Summary: Under limited supervision, directs the staff and activities of the Public Works Department; provides leadership to assure the Department achieves tactical goals; Registered Professional Engineer Certification is desirable.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews City's long-range strategies, and determines planning requirements and goals; organizes priorities to assure proper execution of Public Works projects and programs.
- Directs departmental planning functions; determines objectives and sets priorities and completion timelines; provides leadership to assure effective resource allocation; assures that programs and projects meet all technical standards, and are provided in alignment with the City's strategic objectives.
- Establishes and manages project and program controls to assure efficient and stable operations; meets City objectives through effective planning, staff management, and resource allocation.
- Researches and develops new and additional methods for planning and managing Public Works programs and projects; manages strategies to assure effective planning and analysis.
- Manages Department performance and productivity; directs the continuous improvement of the work products; and assures the satisfaction of internal and external customers; responds to high visibility issues and concerns regarding Public Works programs and projects.
- Assures effective communication of issues and strategies between the City's executive management team, other City departments and outside agencies; serves as liaison between various organizations to plan and coordinate Public Works and municipal services programs.
- Confers with the general public, property owners, engineers, surveyors, attorneys and other public and private sector representatives on issues including analysis, studies, reports, project design, construction, maintenance, policies, standards, technical information and coordination of projects.
- Manages staff; assigns tasks and projects, counsels, trains and coaches staff; conducts performance evaluations; advises staff on complex operations problems and technical issues.
- Manages the collection, analysis and reporting of operational, budget and financial data; develops technical estimates of a specialized nature in connection with various projects; assures effective communications with state and regional agencies on project planning and coordination.
- May serve as City Engineer.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City policies and procedures.
 - Knowledge of the principles, practices and methods of project and administrative management, including budgeting, planning, bid specifications and records management.
 - Knowledge of ADEQ and MAG standards and specifications, building codes, and OSHA safety rules and regulations.
 - Knowledge of Public Works project planning, contracting and management methods.
 - Knowledge of procedures and techniques for evaluating construction contract compliance.
 - Knowledge of Federal, state and City policies, procedures, codes, regulations and ordinances related to Public Works operations and projects.
 - Knowledge of the materials, methods and techniques used in Public Works operations.
 - Knowledge of regulatory agencies and the sources of technical engineering information.
 - Knowledge of occupational hazards and safety precautions.
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- Skill in analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
 - Skill in interpreting and applying engineering standards and procedures, Federal and state rules and regulations, and City policies and procedures.
 - Skill in planning projects, analyzing issues, assigning project components, and directing personnel to complete multiple assignments.
 - Skill in effectively supervising, leading and delegating tasks and authority.
 - Skill in preparing reports and checking designs, details, estimates, plans, and specifications of Public Works projects.
 - Skill in the application of engineering theory to field problems and technical issues.
 - Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with City employees, officials, other agencies and the general public.
 - Skill in promoting and enforcing safe work practices.
 - Skill in operating a personal computer utilizing a variety of business software.
 - Skill in verbal and written communications.

Minimum Qualifications:

Bachelor's degree in Public Administration or Civil Engineering, and five (5) year's public works management experience; OR an equivalent combination of education and experience.

Registration as a Civil Engineer by the Arizona State Board of Technical Registration is desirable; must maintain a valid Arizona State Drivers License.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.