

Job Description – Public Works Director

DEPARTMENT:	Public Works
REPORTS TO:	City Administrator
SUPERVISORY:	Yes
DIRECT REPORTS:	Administrative Assistant, Engineering Technician, Street Superintendent
TYPE:	Full-Time
FSLA STATUS:	Exempt, Residency Required within School District Limits (USD #469) 5 years
WORK COMP CODE:	8810
CDL:	No
PHONE STIPEND:	Yes
PCT LEVEL:	2
GRADE:	15

SUMMARY OF POSITION

A department head position with highly responsible managerial and supervisory work in planning, organizing and directing all activities in the Public Works Department. Functions include the review and inspection of all infrastructure elements of the City whether constructed by the City or by developers. Directs and administers the Street Division. Duties also include operation and maintenance of the City's infrastructure system including streets, storm sewers, public buildings, equipment, street lighting, traffic control systems, and other infrastructure elements. Additional duties include grant writing, budget preparation and management, community relations, and capital improvement projects.

SCOPE

This position is responsible for all public works operations within the City of Lansing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Oversees the recruitment, assigning, training, supervising and evaluating the work of all employees of the department.
- 2) Responsible for developing departmental policy, and interpreting, enforcing, and coordinating the policy execution. Develops organizational policies with the management team.
- 3) Prepares and administers department budget and is responsible for all department expenditures and revenues. Directs the preparation of grant applications.
- 4) Develops for approval and implements an ongoing, five-year capital improvements program. Pursues grant opportunities and plans for primary City projects in advance of implementation.

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- 5) Administers the review of all public infrastructure elements of development plans insuring compliance with codes and ordinances, and incorporates environmentally sensitive, attractive infrastructure solutions that provide the high quality, durability and safety required for public infrastructure while attempting to meet the development needs and goals of the private sector.
- 6) Manages all public construction projects, improvements, and maintenance of streets, sidewalks, storm sewers, building facilities, traffic signalization, and departmental vehicles in the City. Where state agencies manage such projects, functions as staff liaison.
- 7) Meets with public, civic groups and professional organizations to assist with City services, resolve complaints or seek advice.
- 8) Works with private contractors on Public Works-related projects. Works with private developers to ensure development meets the codes and standards established by the City of Lansing.
- 9) Coordinates/initiates research and special studies and prepares reports related to items under consideration.
- 10) Responsible for the safe construction of all City improvements to public buildings and for proper maintenance of existing City infrastructure.
- 11) Attend meetings of the Governing Body and other groups in the community as it pertains to the overall mission of the City.

SECONDARY ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Performs other related duties as deemed necessary or required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

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- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- a) Knowledge of City codes and ordinances, and Kansas law.
- b) Knowledge of computers, computer software, record keeping, and office management.
- c) Knowledge of engineering concepts and practices.
- d) Knowledge of environmental protection in the treatment of storm water and Public Works construction.
- e) Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, the democratic political process, and federal and Kansas state laws.
- f) Knowledge of operating various office machines, phone, fax, scanner and copier.
- g) Knowledge of principles and practices of advanced and modern Public Works administration.

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- h) Knowledge of principles and practices of municipal planning and development, ordinances, statutes, codes, and regulations relating to Public Works.
- i) Knowledge of principles and processes for providing customer and personal services.
- j) Knowledge of the construction and maintenance of streets, sewers, and parks.
- k) Knowledge of the structure and content of English, including the meaning and spelling of words, rules of composition, and grammar.

Skills

- a) Skill in interpersonal, supervisory, and management team communication, and strong self-initiative.
- b) Skill in written and oral communication.

Abilities

- a) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and interpret bar graphs.
- b) Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- c) Ability to deal with problems involving several concrete variables in standardized situations.
- d) Ability to communicate well with individuals from widely varying educational and cultural backgrounds and to deal effectively with difficult situations.
- e) Ability to interpret and analyze technical information and present results effectively in oral and written form to a variety of public boards and commissions.
- f) Ability to maintain confidentiality.
- g) Ability to maintain good working relationships with the City staff, City Council, and the general public.
- h) Ability to maintain strong organizational and communication skills.
- i) Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, and software downloads from systems, etc.
- j) Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents (contracts and legal descriptions of properties).
- k) Ability to effectively present information and respond to questions from customers and the general public.
- l) Ability to reliably and predictably carry out duties.

REQUIRED CERTIFICATIONS, LICENSES, REGISTRATIONS, AND TRAINING

- o High school diploma or G.E.D.
- o Possess a valid driver's license.
- o Kansas professional engineering certification, preferred.

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REQUIRED EDUCATION AND EXPERIENCE

- Five years related experience and/or training or master's degree from a college or university. Degree in engineering or closely related field.
- Five years of supervisory experience directly related to municipal Public Works administration or equivalent experience, education, and training.

PREFERRED EDUCATION AND EXPERIENCE

- One to five years related experience and or training and a master's degree from a college or university. Bachelor of Science degree in civil engineering.

PHYSICAL AND MENTAL REQUIREMENTS

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.

While performing the duties of this job, the employee is regularly required to talk or hear in person or by telephone. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand, walk, bend, ride, grasp, stoop, and kneel. The employee must occasionally lift, move, push, pull or apply pressure up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Must possess hand/eye/foot coordination adequate to operate equipment.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Personal protective equipment required, but not limited to:

- Mandatory use of seat belt when operating or riding in city vehicles or equipment.
- Wearing of Steel Toe Safety Boots.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing, spreadsheet, graphics software using Microsoft Office and Publisher, data base software, scanner, printer, telephone, copier, facsimile, 10-key calculator, and postage meter and scale, and use of City computer systems.

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WORK SCHEDULE

In general this position requires regular office hours. This position occasionally requires attendance at night meetings and evening/weekend activities.

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.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. This position may be called out during the night and weekends or be on-call, and may be assigned to work holidays.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AND SIGNATURES

Printed Name: _____

Employee: _____ Date: _____

Director: _____ Date: _____