

PUBLIC WORKS DIRECTOR

Town of Springerville

Public Works

POSITION SUMMARY

This position reports directly to the Town Manager. Responsibilities include the overall implementation, operation, monitoring, and evaluation of all programs of the Public Works Department including roads, water systems, and wastewater systems. The director is responsible for assessing department employees and continually monitors the progress of their staff, provide guidance for employees who receive low evaluations and, in some cases, provide alternate work plans. The director conducts yearly performance reviews. He or she is responsible for administration of the department and makes recommendations to the Town Manager, Town Council and Planning and Zoning Commission in conjunction with the Town of Springerville Municipal and administrative staff. The director responds to questions from the general public and relays feedback with the utmost tact. This position is exempt under FLSA.

ESSENTIAL FUNCTIONS

- Receive administrative direction from the Town Manager or his/her designee.
- Plan, direct, and review the activities of the Public Works Department, including engineering, water/waste water, construction inspectors, traffic operations and street maintenance; coordinate assigned activities with other Town departments and outside agencies; and, provide highly responsible and complex administrative support to the Town Manager.
- Responsible for planning, organizing, directing and coordinating the activities of the several divisions comprising the Public Works Department. The Public Works Director is responsible for determining major departmental policies, for planning long-term programs and for making difficult technical decisions.
- Exercise direct and technical and functional supervision over professional, technical and clerical personnel.
- Develop, plan, and implement long and short-term departmental goals and objectives; recommend and administer policies and procedures. Plan, direct, and review the activities of the Department, including engineering, water/waste water, construction inspection, street maintenance, and traffic operations.
- Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.
- Formulate long-range plans for engineering, water/waste water, construction inspection, street maintenance, and traffic operations. Confer with and advise administrative staff on problems related to the maintenance and operations of Public Works infrastructure and related systems and the interpretation and related enforcement of rules and regulations.

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- Serve as technical advisor to the Town Manager and Town Council on Public Works matters; conduct special studies and assignments; develop comprehensive recommendations for management use.
- Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Respond to and resolve the most difficult citizen inquiries and complaints. Meet with the public in small and large groups to discuss Town Public Works policies, practices, and problems.
- Determine need for new equipment and facilities and major repair and rebuilding projects. Coordinates Public Works activities with other Town departments and with outside agencies.
- Maintain departmental awareness of contemporary developments in management and the fields of specialty. Perform related duties, as assigned.
- Prepare budget estimates for the department.
- Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of human resource management.
- Use excellent customer service skills, establishes and maintains effective working relationship with other employees, officials, and all members of the general public.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Utilize methods, procedures and standard practices of civil engineering applicable to public works programs, projects and functions.
- Ensures Federal (OSHA) and state regulations and Town policies regarding safety training and safe work practices.
- Operates a motor vehicle to assist in carrying out the business of the department and the Town.
- Attendance at work is an essential function of this position.

NON-ESSENTIAL FUNCTIONS:

- Serves, when needed, as a member of a task force or committee composed of town, county, state or private groups.

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- Serves as a member of various staff committees as assigned.
- Provides staff support to various boards and commissions, as needed and assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the respective fields of responsibility.

QUALIFICATIONS

This position is subject to the Town's Drug and Alcohol Free Workplace Program. This includes: Pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing. An extensive background checks required.

CERTIFICATION / EDUCATION:

- Graduation from an accredited college or university with a bachelor's degree in public administration, business management, engineering, or related field, and substantial high level professional experience in public works, utilities, engineering, or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements.
- Valid Arizona Driver's License.

POSTION REQUIREMENTS:

Ability to effectively organize and direct personnel to affect maximum efficiency, communication, and coordination within the department.

Ability to deal effectively and cooperatively with councils, commissions, boards, other departments and agencies, and the general public.

Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.

Ability to select, direct, and evaluate other personnel of a high technical and administrative level.

Ability to establish and maintain effective working relationships with subordinates, other employees, government officials, and the general public.

Ability to work under stress and handle stressful situations and meet deadlines.

Ability to operate tools and equipment listed.

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TOOLS AND EQUIPMENT USED:

Personal computer, including various software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS:

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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 generally quiet.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

Last modified December 2021