

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Director of Public Works</u>
Sch & Grade	<u>DHS-15 (Unclassified)</u>
Class Code	<u>AA25</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Department Head Series</u>

PRIMARY PURPOSE:

To lead, plan, direct and manage the activities of the Public Works Department. The Public Works Department encompasses seven divisions including Administration, Solid Waste Management, Sanitary Services, Traffic Engineering, Storm Water Services, Civil Engineering, and Operations.

SUPERVISION:

Under general supervision of the Assistant City Manager; supervises a large staff of professional, technical, and administrative support personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the City Manager, Assistant City Manager, City Council and other city officials regarding engineering and other public works activities. Confers as appropriate regarding Public Works Department policy, programs, and activities.
2. Plans, organizes, and provides effective leadership in managing a broad scope of public works programs and operations for the City including, but not limited to, engineering, traffic engineering, street maintenance, public grounds, municipal cemetery, municipal fleet, wastewater treatment & collection system maintenance, solid waste mgt including the municipal landfill, building maintenance, as well as financial and business operations.
3. Confers with and advises Assistant Directors as well as other staff and/or design and construction professionals relating to the planning, design, construction, operation and maintenance of public works systems. Serves as City Engineer including reviewing and approving the design and construction of public works improvements.
4. Develops long-range strategic and master plans for department policies and programs, outlines program objectives, and works with appropriate staff on implementation of plans. Oversees the preparation and implementation of plans for public works municipal projects.
5. Guides and directs a large staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
6. Directs the preparation of and reviews engineering plans and technical reports, budget estimates, accounting and financial reports, as well as other business and operational records, proposed ordinances, and regulations submitted by Assistant Directors in regard to improved operating methods, and procedures for facilitating the department's business.
7. Delivers presentations, prepares reports, and facilitates community meetings. Responds to difficult citizen inquiries and complaints.
8. Oversees departmental budget including planning and administering.
9. Serves as the City's Public Work's representative for the Developer Issues Input Group (DIIG) and attends monthly meetings; maintains an active role with the internal One-Stop Shop committee for purposes of making improvements to the City's development processes.
10. Provides and monitors staff development to insure appropriate succession planning within the Department.
11. Travels to a variety of construction and/or work-sites.

IMPORTANT FUNCTIONS:

1. Attends seminars, workshops, conferences, and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develops and maintains working relationships with engineering and public works professionals at the local, state, and national level.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of engineering principles; federal, state, and local laws and regulations affecting municipal public works activities; principles and practices of public administration, budget preparation and administration, as well as supervision and personnel management; recent developments, current literature and sources of information in municipal public works administration.

Abilities

Effectively lead and manage the Public Works Department; utilize sound, independent judgment; develop long-term plans and make effective decisions on major policy matters as well as complex technical and administrative problems; prepare and present clear and comprehensive written reports; deliver effective presentations; effectively supervise and manage department personnel; establish and maintain good internal and external working relationships; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including City Council, city management, community leaders, other department staff, government agencies, state legislators, and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s and Public Works Department’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Civil Engineering, plus at least six (6) years' managerial, administrative and professional engineering experience in the direction of various aspects of municipal Public Works programs.

Physical Requirements

Tours public works facilities, makes periodic inspections of work-sites, operations, and facilities; attends public works programs and events.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. May be subject to traffic hazards or extreme weather conditions when needed to make on-site observations and/or inspections of a public works project.

Licensing/Certification

Requires a Professional Engineer's license and must possess or obtain a license by the Missouri State Board of Registration for Professional Engineers within 6 months of employment. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within 6 months of employment and maintain City residency throughout appointment.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____