



## Director of Public Works and Operations

### Summary:

The Director of Public Works and Operations is a key leadership position responsible for the efficient and effective management of the City's public works and administrative departments, including infrastructure maintenance, capital improvement projects, and administrative services. This role requires a strong leader with a comprehensive understanding of public works operations, municipal finance, and regulatory compliance. The Director will oversee a team of professionals and work collaboratively with other City departments and the public to ensure the City's infrastructure and operational needs are met.

**Reports to:** City Manager

**FLSA Status:** Exempt

**Bargaining Unit:** Non- represented

**Supervises:** Public Works crew and Administrative Services staff.

This position is part of the City's Management Team and is a confidential at-will employee. This position is considered exempt under the federal and state wage and hour laws and is not eligible for overtime pay. The work schedule is flexible according to the needs of the organization. This position comes with a competitive salary and benefits package, including health insurance, retirement plan, and paid time off.

### Essential Duties and Responsibilities:

#### Public Works and Capital Improvement Projects:

- Plan, direct, and supervise the activities of the Public Works Department, including streets, water, sewer, stormwater, parks, and facilities maintenance.
- Develop and implement short- and long-term work plans for the maintenance and improvement of the City's infrastructure.
- Manage the City's Transportation Improvement Program, Capital Improvements Program, and other infrastructure-related plans.
- Oversee the development and implementation of a pavement management system.
- Oversee sidewalk inspection, maintenance, and improvement programs.
- Ensure compliance with all applicable federal, state, and local regulations related to public works operations.



- Manage the City's licensed water operator to ensure compliance with Department of Health regulations and other regulatory agencies.
- Develop and manage the Public Works Department's annual budget and Capital Improvements Program (CIP) in tandem with the Finance team and City Manager.
- Coordinate engineering plans and specifications with engineers for capital improvement projects.
- Manage the public construction bid process.
- Secure funding for community improvement projects and public works capital improvements through grants and other sources.
- Project management and oversight for Public Works and CIP projects from planning to completion.
- Assure as-built documentation of projects is compiled for operation and maintenance purposes.
- Oversee the development of GIS mapping systems for Public Works use.
- Maintain and update City engineering and Public Works standards.
- Monitor inter-governmental actions impacting Public Works.
- Represent the City at public meetings and conferences.
- Perform other duties as assigned by the City Manager.

## **Administrative Services:**

- Oversee the daily operations of the administrative services department, including administrative duties, general accounting tasks, and IT functions.
- Develop and implement policies and procedures to improve organizational efficiency and effectiveness.
- Participate in the budgeting process and manage administrative services funds.
- Manage relationships with clients, vendors, and other external parties.
- Recommend and administer policies and procedures to ensure smooth and efficient internal operations, including resident-focused customer service.
- Serve as a finance liaison, interacting with the bank, Treasurer, administrative and accounting staff to ensure seamless financial operations.



- Manage the utility billing system for timely and efficient billing and collection of utility payments.

## **City Clerk Functions:**

- Serve as the City Clerk for the City Council, including record keeping, meeting management, risk management, compliance, public hearings, public noticing, public records requests, and other duties as assigned.

## **Qualifications:**

- Bachelor's degree in business or public administration or equivalent education or experience.
- Minimum of five years of progressively responsible experience in public works management, including supervisory experience.
- Thorough knowledge of public works operations, including streets, water, sewer, stormwater, and parks maintenance.
- Experience with capital improvement project management, including planning, design, bidding, and construction.
- Prior municipal government experience is valued but not required.
- Ability to work effectively with elected officials, City staff, represented staff and the public.
- City Clerk knowledge, training and experience is preferred.

## **Skills**

- Strong leadership and team management skills.
- Excellent communication, interpersonal, and leadership skills.
- Proven ability in employee training, supervision, and disciplinary practices.
- Knowledge of hiring practices and employee relations.
- Familiarity with government regulations related to public works and administrative operations.
- Excellent communication and organizational skills.
- Microsoft Office proficiency, grant writing, budgeting, records management and customer service.