

CITY OF GENOA

PUBLIC WORKS DIRECTOR

November 2023

This description is intended to present a descriptive list of the range of duties performed by employees in the class. This description is **not** intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including Streets, Water, Sewer, and Forestry maintenance and construction, and building/vehicle/equipment maintenance; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator and Mayor. This position is an administrative position and requires a majority of time to be spent in the office.

Essential duties and responsibilities

1. Assume full management responsibility for all Public Works Department services and activities including Streets, Water, Sewer, and Forestry maintenance and construction, and building maintenance;
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Oversee and participate in the development and administration of the Public Works Department budget;
4. Assess, monitor, and financially plan for equipment replacement, and streets, sidewalks, water, sewer, and forestry maintenance via a Capital Improvement Plan to insure that equipment and infrastructure is maintained to provide adequate levels of service.
5. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures;
6. Plan, direct and coordinate, through subordinate level supervisory personnel, the assignment of projects and areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems; identify opportunities for improvement; direct and implement changes.
7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Select, train, motivate and evaluate Public Works Department personnel; with the assistance of Supervisors, provide or coordinate staff training; implement discipline and termination procedures.

9. Serve as one of the City's resources for technical infrastructure expertise and effectively communicate the same to stakeholders.
10. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations; and attend meetings as assigned by the City Administrator.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Perform other duties as assigned by the City Administrator and the Mayor.

QUALIFICATIONS:

Knowledge of and Experience in:

- ❖ Operational characteristics, services and activities of a comprehensive public works program.
- ❖ Management skills to analyze programs, policies and operational needs.
- ❖ Construction techniques involving streets and roads, drainage systems, flood control, water supply and distribution and wastewater treatment and sewer collection.
- ❖ Principles and procedures of facility maintenance.
- ❖ Principles and practices of program management, development and administration.
- ❖ Principles and practices of municipal budget preparation and administration.
- ❖ Principles of supervision, training and performance evaluations.
- ❖ Current Human Relation and employee labor law issues.
- ❖ Pertinent Federal, State and local laws, codes and regulations such as OSHA.

Ability to:

- ❖ Plan, organize, direct and coordinate the work of lower level staff.
- ❖ Select, supervise, train and evaluate staff.
- ❖ Delegate authority and responsibility.
- ❖ Lead and direct the operations, services and activities of the Public Works Department.
- ❖ Determine the feasibility and cost estimates of various municipal projects.
- ❖ Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- ❖ Identify and respond to community issues, concerns and needs.
- ❖ Develop and administer a Public Works Department Budget and Capital Improvement Plan
- ❖ Prepare clear and concise administrative reports, both written and orally.
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ❖ Research, analyze and evaluate new service delivery methods, procedures and techniques.
- ❖ Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- ❖ Establish and maintain effective working relationships with City Staff, Elected Officials, and other stakeholders
- ❖ Follow all safety rules and regulations of the department to which assigned.

Experience:

Ten years of increasingly responsible experience in the field of public works and five years of supervisory responsibility.

License or Certificate

Valid Driver's License

Class 2 Wastewater "Certification of Competency" from the State of Illinois

Class B Water "Certification of Competency" from the State of Illinois

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; may work in inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.