

**RICHMOND CITY
JOB DESCRIPTION**



Job Title: **Public Works Director**
Department: Public Works
Supervisor: Mayor
FLSA Status: Exempt
Salary Range: \$76,960- \$105,820

POSITION SUMMARY

The primary responsibility of the Public Works Director is to provide administrative and supervisory duties of the Public Works Department, including the Streets, Solid Waste, Fleet Maintenance, Culinary Water, Sanitary Sewer, Irrigation Water, and Parks. This position performs administrative duties, including project management and technical support.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Plans, coordinates, and directs departmental operations including delivery of capital improvement projects, inspections, environmental services, public services, and maintenance.
 - Provides leadership, direction, and guidance in departmental strategies and priorities.
 - Prioritizes resource requirements, coordinates operations, and assures programs meet the City's goals.
 - Represents the Public Works Department to other City Departments, elected officials, and outside agencies; Interprets and explains policies, procedures, rules, and regulations.
 - Coordinates strategies to integrate services with other programs, departments, and agencies.
 - Directs and supervises the activities of personnel; plans, prioritizes, and assigns tasks and projects.
 - Monitors work, develops staff skills, and evaluates performance.
 - Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
 - Plans, organizes, directs, and implements department safety program as needed to comply with federal, state, and city safety standards, monitors department safety practices.
 - Assists public with complaints and issues relating to the Public Works Departments
 - Attends meetings and conferences to keep abreast of new developments and municipal operations.
 - Assists in plowing snow in the winter months.
 - Works on a rotating on-call basis
 - Will share project scheduling responsibilities with other department heads, mayor and city council.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Must possess a valid Utah Commercial Driver's License (CDL) or be able to obtain one within six months of employment.
- Bachelor's Degree in Engineering, Business or Public Administration, or related field preferred but not mandatory.
- Five years' experience in Public Works, Capital Improvement projects, land-use and/or facilities management.
- Water Distribution Operator certifications are preferred and will be required long term.
- Sewer Collection System and Treatment Operator certifications are preferred and will be required long term.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Well-rounded knowledge in multiple areas of public works management
- Knowledge in the principles of budget preparation and expenditure control

Skills:

- Proficient writing skills
- Leadership Skills

Abilities:

- Ability to present complex issues and policies to the City Council and effectively engage with the public.
 - Ability to obtain required certifications once employed.
 - Ability to work independently or with a team member.
 - Ability to research, analyze, and interpret data and make recommendations.
 - Ability to plan, coordinate, direct, and supervise personnel.
 - Ability to interpret laws, ordinances, and regulations common to public works operations.
 - Ability to keep operating records and prepare reports.
 - Ability to establish and maintain effective working relationships with employees, other agencies and the public.
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PHYSICAL DEMANDS/WORK ENVIRONMENT

- The Public Works Director spends time in an office setting as well as in the field. It is anticipated the majority of the time will be spent in the field working with other Public Works staff members. Physical demands include, sufficient clarity of speech and hearing, with or without reasonable accommodations, which permits the employee to discern and provide verbal instructions, discern equipment warning sounds and alarms, and communicate effectively in person. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to review plans, blueprints, legal documents and comprehend written work instructions and work orders. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate work-related equipment.
 - Sufficient body mobility, flexibility, and balance to work in an office environment and perform regular field visits to construction sites and treatment plant facilities.
 - Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds occasionally, and crawling, stooping, kneeling, bending, crouching, and reaching.
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BENEFITS

- Utah Retirement System (URS)
- Medical
- Dental
- Short Term Disability and Long-Term Disability
- Life Insurance Benefits: \$50,000 per year
- 401K
- Paid Time Off (per personnel manual accrual rates)

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. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.