

# Cottonwood Heights

## APPROVED POSITION DESCRIPTION

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**Position Title: PUBLIC WORKS DIRECTOR**

**Note:** The initial hire for this position will be responsible for bringing the entire public works services in-house. This will include developing and implementing new policies and procedures, hiring staff, and obtaining equipment necessary to accomplish the work that has previously been contracted.

**Summary of Purpose of Position:** Under the direction of the City Manager, manages all facets of operations, budget, and personnel within the Public Works Department; develops, implements, and monitors all projects within engineering, streets/transportation, storm water, fleet and capital improvements.

**Supervision Exercised:** Supervises Public Works Department employees.

**Essential Duties and Responsibilities:**

- Oversees long-range planning and development of public works programs and projects
- Develops and plans improvements for streets systems
- Develops and supervises snow-plowing program
- Directs new construction design and implementation process
- Prepares and administers department's annual budgets
  
- Hires, trains, motivates, evaluates, disciplines and directs the work of staff
- Plans and develops emergency operational plans for the public works department
- Develops department policies to ensure compliance with city, state and federal regulations
- Reviews public works specifications, contracts and agreements to assure compliance with requirements
- Participate in capital project planning and recommendations related to storm water, curb & gutter, sidewalks, street lighting, bike lanes, road widening, and pavement maintenance
- Coordination with service districts providing utility and other services to the city which include but is not limited to: sanitation, water, sewer, parks and recreation

**Other Duties**

- Respond to citizen complaints; make field visits to verify issues; propose and negotiate resolutions consistent with city policy, practice and procedure
- Directs the preparation of reports and summaries of projects and programs in progress
- Performs other duties as assigned

**Qualifications:**

**Education:** Requires a bachelor's degree in Public Administration, Engineering, or a related field. Special consideration given to individuals with Civil Engineering degree and license.

**Experience:** Requires ten years related experience with progressively increasing responsibilities including at least four years administrative and supervisory experience. May substitute up to two years of additional education for two years of required experience, except supervisory experience.

**Certificates/Licenses:** Valid Utah Driver's License required.

**Knowledge of:**

- Management, research, budgeting, public administration,
- Statutory requirements of municipal infrastructure facilities and systems as they apply to OSHA, EPA guidelines, etc.
- State, County and City building and construction codes and regulations as they pertain to public works
- Public Works disciplines specifically streets and transportation, snow removal, asphalt repair and maintenance, concrete repair and maintenance, storm water, emergency management principles, equipment acquisition, operation and maintenance
- Basic understanding of engineering principles pertaining to public works disciplines and projects including hydrology, traffic planning, soils, etc.

**Ability to:**

- Organize, delegate, and establish meaningful goals
- Prepare and present highly complex reports in verbal and written form
- Coordinate and direct a variety of major construction and maintenance programs related to public works projects
- Prioritize tasks
- Establish effective working relationships with City employees, City officials and the public
- Work independently with little supervision
- Review plan specifications
- Resolve conflicts, negotiate resolutions, and manage stressful situations
- Develop policy and procedure manuals
- Read, evaluate and understand construction drawings, annexation proposals, subdivision plans and project specifications

**Communication Skills:**

- Communicate effectively verbally and in writing; ability to work with all departments tactfully and effectively to avoid friction; ability to deal diplomatically with upset and irate people at all times

**Tool, Machine, Equipment Operation:** Regular use of a telephone, copy machine, calculator, heavy equipment, computer, and printer.

**Working Conditions:**

*Physical Demands:* While performing the duties of this job employee typically handles office equipment, objects, or controls. There is moderate physical activity and employee may occasionally be required to lift and move up to 50 pounds, operate construction equipment on a limited basis, enter trenches, or enter confined spaces. Employee may frequently bend, stoop or crouch. Employee may sit or stand for long periods of time.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Moderate exposure to field work and exposure to traffic and construction site hazards. May have a few disagreeable elements such as appearance of workplace, poor ventilation or uneven temperature. Required to be on call and available 24 hours a day and weekends. Frequent exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved job descriptions are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

APPROVED BY:

CITY MANAGER:

DATE

HUMAN RESOURCE MANAGER

DATE