Public Works Director

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Public Works Director	**Position Reports To :** Mayor
Physical Location For This Position : Not Indicated	**This Position Is :** Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Plans, directs and coordinates activities of the Public Works department, including water, water billing, wastewater, storm water, and streets by performing the following duties personally or through subordinate managers. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Street Department, Storm water, Water Billing and Water/Wastewater Departments subject to ordinances and policies approved by the City Council and/or Mayor.

Responsible for and provides oversight to all budget activities, including the development of proposed budgets and ensuring compliance with budgets approved by the City Council, related to the Department of Public Works, including those budgets for the Street Department, Water Billing and Water/Wastewater Department.

The Director is responsible for management and enforcement of policies, procedures and recommendations for the Bryant Water/Wastewater Committee. The Director's recommendation will be the official staff recommendation of those departments. The Director shall consult with pertinent personnel and agencies to develop department recommendations as necessary.

Performs Street Department activities, to include the construction and maintenance of streets, curbs, gutters, and other improvements.

Performs operation and maintenance of the Water/Wastewater Department to include but not limited to:

the city's sewer system, water system, water and sewer departments, sewage treatment facilities, and all other public operations, facilities, and functions incident thereto.

Performs oversight of all Public Works matters regarding planning, issuing of building permits, development of subdivisions, commercial properties, construction and maintenance.

Leads selection committee for professional consulting firms relative to projects undertaken by Public Works, specifically including those firms assisting with Street Department, Water/Wastewater Department.

Assumes direct responsibility for Public Works bid documents, is the custodian of said documents, and oversees all bid processes (i.e., including pre-bid and post-bid activities) as they pertain to projects undertaken by Public Works.

Assumes responsibility for budgeting, scheduling, estimating, cost control and inspection of all capital projects undertaken by Public Works.

Assists the Human Resource Department in achieving compliance within Public Works with the City's policies and applicable laws.

Assumes responsibility for employees training in Public Works.

Refers department management problems and personnel actions, issues, and concerns promptly to the Mayor, City Council, and City staff designated by the Mayor.

Reviews status reports prepared by personnel, modifies schedules or plans as required and provides said reports to the Mayor and City Council as required.

Coordinates project activities with activities of government regulatory or other governmental agencies.

Ensures for the public well-being, health, morale, and safety of Public Works personnel.

Demonstrates flexibilty, creativity, and adaptability in the performance of job functions.

Functions effectively in a fast paced, complex environment and manages multiple priorities.

Performs Water Billing Department activities, to include the billing and collection for water, wastewater, stormwater and other fees as applicable.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises and manages MULTIPLE DEPARTMENTS THROUGH 3 TO 5 SUPERVISORS who supervise 50+ employees who are engaged in diversified activities.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above range from $10,000,000 to $25,000,000.

What departments (if any) are supervised by this position? : Streets, Stormwater, Wastewater, Water

EDUCATION AND EXPERIENCE

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Technical degree required in such disciplines as Computer Engineering, CPA, etc.

EXPERIENCE GENERAL

9 to 10 years related experience and/or training.

EXPERIENCE MANAGEMENT

8 years related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

GENERAL OVERSIGHT. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a DIVISION OF EMPLOYEES engaged in WIDELY DIVERSIFIED ACTIVITIES.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MAJOR IMPORTANCE which would have considerable effect on the final attainment of MULTIPLE MAJOR ACTIVITIES AND THE ORGANIZATION'S PROJECTS of a LARGE ORGANIZATION COMPONENT and ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and MAY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMAND

COMPREHENSIVE AND VERY INTENSE MENTAL DEMAND. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

COMMUNICATION SKILLS

- Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

LARGE: Same as Degree 2, except impact would range from $10MM to $50MM.

IMPACT OF JOB ON END RESULTS

MAJOR IMPACT. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas Drivers License or a valid drivers license recognized by the State of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Certified Asset Management Planner

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

EXTENSIVE CONTACTS with various diversified sectors of the public environment; wherein, the contacts are of EXTREME IMPORTANCE and failure to exercise proper judgment can lead to substantial losses to the organization.

CONTACTS WITH EMPLOYEES

ESTABLISHES COMPANY CULTURE by setting tone of interactions and communication with senior executive level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic
- Accounting: Intermediate
- Alphanumeric Data Entry: Basic
- Contact Management: Intermediate
- Database: Intermediate
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Intermediate
- Programming Languages: None
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Frequently
- Walk: Frequently
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Occasionally

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Occasionally
- More than 100 pounds: Occasionally

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).

PHYSICAL DEMAND

MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Occasionally
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally

- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Occasionally
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Occasionally
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Disagreeable working conditions. Exposed to several of the elements in Degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

ADDITIONAL INFORMATION

Not Indicated

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