

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Public Works Division Director – Public Services	Job Code: 2629
Date: November 26, 2012	EEO Code: EX
FLSA Designation: Exempt	Civil Service: Covered (UC)

DEFINITION: This is professional direction and executive administration of the Public Services Division of the Public Works Department.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the Public Works Director for the effective, efficient, and professional direction and oversight of the Public Services Division and performs all activities under his/her administrative direction. Public Services sections include airport, fleet, sanitation, streets maintenance, and storm water.

ESSENTIAL DUTIES: Oversee the development, implementation, and administration of all division programs; provide executive oversight to the various sections of Public Services including the Provo City Airport, fleet, sanitation, streets, and storm water; oversee programs including planning and design, procedural guidelines, contract administration, plans review, quality control, budget management, policy development, technical standards, utility accounts, system inventory, capital projects, and other operations; prepare preliminary, feasibility, and cost estimate studies; provide oversight on complex construction projects in accordance with general construction principles and City standards; develop division-wide project management policies and procedures; oversee project budgets, contract negotiations and adherence, time scheduling, and implementation on all projects; ensure compliance with applicable procedures and safety processes; ensure appropriate project documentation; resolve major operational concerns; coordinate work between multiple agencies; direct the provision of service to other departments; review and approve equipment and materials; oversee long term planning of division including analyzing Public Services data, identifying future needs, and recommending rate changes.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel issues; conduct performance evaluations and enact discipline or rewards as needed; make staffing decisions within the division including hiring, firing, and training; prepare a timely and accurate division budget and monitor and approve purchase orders and expenditures; maintain and review all work records, reports, documentation, and work specifications relating to Public Services projects; conduct complex research on a variety of ad-hoc assignments; oversee accounting of billing and collection for enterprise accounts; develop and maintain a user rate structure for the various services to ensure long-term program viability and allow for capital improvements; submit revenue projections.

Represent Provo City on various ad-hoc committees, boards, or commissions; coordinate with City officials and other government management personnel including the Municipal Council and Mayor's Office; prepare and present various statistical and analytical reports; serve on general design and project review committees and recommend projects; advise and represent the City in Public Services matters; perform duties of lower level staff and other duties as needed.

MINIMUM REQUIREMENTS: Bachelor's degree in civil engineering, public administration, or a closely related field; and five (5) years of professional experience administering Public Services related programs – three (3) years of which were spent in a responsible management capacity; OR an equivalent combination of job-related education/training [substituting each year of post-secondary education/training for six months of experience].


License (s): State of Utah Professional Engineer license is preferred. A valid, lawful driver's license is required.

SELECTION FACTORS: *Knowledge of:* current practices in the fields of solid waste collection and disposal, street maintenance and construction, fleet management, airport development and management, and storm water; applicable policies, laws, and ordinances affecting work in the above fields; principles and practices of municipal government administration including departmental policies and procedures; related laws, codes, rules, and regulations; the operations, functions, and terminology common to the various sections of Public Services; applicable safety standards and procedures; basic English composition, spelling, and grammar. *Skill in:* work management and interpersonal relations as applied to supervision and direction of personnel and in contacts with contractors, outside agencies, and public officials; oral and written communication. *Ability to:* effectively direct and manage human and material departmental resources; review the work of subordinates and provide advice and assistance on work improvements; design program objectives and/or evaluate program accomplishments; read, comprehend, and enforce, in a positive manner, facility rules and regulations; prepare and present reports in written and oral form; explain technical plans to non-technical officials and the public; develop and maintain effective relationships with coworkers, the public, and superiors and demonstrate respect, integrity, courtesy, and kindness at all times; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, telephone, vehicle as necessary.

PHYSICAL DEMANDS: Moderate physical activity. Required to push, pull or lift medium weights; uncomfortable working positions such as stooping, crouching and bending; walking through construction and development projects; sitting at work stations for prolonged periods maintaining concentrated attention to detail.

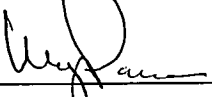
ENVIRONMENTAL FACTORS: Exposure to dust, noise and periodic bad weather at construction sites; periodic exposure to high volume traffic areas and heavy construction equipment; frequent exposure to blueprint ammonia; occasional exposure to high-stress situations, including, contact with the public in confrontational or uncomfortable circumstances.



 Department Director

11/15/12

 Date



 Mayor/Chief Administrative Officer

11/26/12

 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.