

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Public Works Director	<b>Job Code:</b> 2560
<b>Date:</b> September 6, 2017	<b>EEO Code:</b> EX
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Non-Covered

**DEFINITION:** This is executive direction and administration over the various divisions that comprise the Public Works Department.

**CLASSIFICATION STANDARDS:** This single-position classification is responsible to the Chief Administrative Officer and performs all duties under administrative direction. This work is distinguished by its overall administrative responsibility for the divisions of Engineering, Public Services, and Water Resources.

**ESSENTIAL DUTIES:** Oversee and direct all activities, programs, personnel, and strategies of the Public Works Department; analyze daily operations and activities of the department to identify and resolve areas of inefficiency and administrative and operational concerns; ensure safety programs are developed, implemented, and followed for all department divisions; assess and meet the needs of the community through organization of personnel, workforce deployment, equipment use, and community relations programs; ensure division directors, managers, and supervisors meet goals and deadlines; hold regular staff and coordination meetings to ensure objectives are met; develop, implement, and review department policies, procedures, and standards; prepare and submit a timely department budget and monitor and approve purchase orders and expenditures; oversee creation and management of division budgets; provide oversight, executive direction, and development review to the following divisions: Engineering, with responsibility to plan, design, and prioritize traffic and civil engineering projects and to perform licensed professional engineer functions as needed; Public Services, with responsibility to plan, organize, and direct the operations of sanitation, streets maintenance, storm water, fleet, and the municipal airport; and Water Resources, with responsibility to plan, organize, and direct the operations, maintenance, and expansion of the City's water and wastewater systems and infrastructures.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure training of staff is completed and that appropriate certifications are maintained; ensure appropriate documentation of department activities; review various work records and reports from the staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns; conduct performance evaluations; make staffing decisions within the department including the hiring and firing of personnel; represent the department and the City on various boards, groups, and committees; attend a variety of meetings and make presentations to the Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; act as department representative; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Public Administration, Civil Engineering, Business Administration, or closely related field and eight (8) years of increasingly responsible experience in related field, four (4) years of which must have been in a responsible management capacity **OR** an equivalent combination of job-related education/training [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

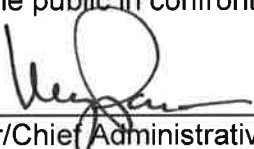
**License(s) Certification(s):** A valid, lawful Driver's License is required. State Professional Engineer license is preferred (State of Utah within one year).

**SELECTION FACTORS:** ***Knowledge of:*** current and advanced engineering principles and practices as they apply to planning, maintenance and design of roads, bridges, water systems, and other projects administered by the City; the principles and practices of municipal government administration including departmental policies and practices; related laws, codes, rules and regulations governing Public Works functions; the operations, functions, and terminology common to Public Works operations; modern supervisory and management practices; budget preparation and administrative process; basic English composition, spelling, and grammar. ***Skill in:*** dealing with stressful situations firmly and tactfully; work management and organization; advanced engineering computations; interpersonal relations and management as applied to the direction and supervision of employees and in contacts with contractors, outside agencies, and public officials; engineering design and evaluation of highly complex engineering plans and specifications; oral and written communication; practicing trust-building behaviors. ***Ability to:*** prepare and present highly complex reports in written and oral form; explain technical and engineering plans to non-technical officials and the public; manage and supervise the activities and programs of department personnel; perform advanced field analyses; develop and maintain effective working relationships with the public, coworkers, and superiors and demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively both orally and in writing.

**TOOLS AND EQUIPMENT USED:** Computer, calculators, office equipment, vehicle operation.

**PHYSICAL DEMANDS:** Moderate physical activity including pushing, pulling or lifting medium weights. Uncomfortable working positions such as stooping, crouching and bending. Walking through construction and development projects. Sitting at work stations for prolonged periods.

**ENVIRONMENTAL FACTORS:** Exposure to dust, chemicals, noise and periodic bad weather at construction sites. Periodic exposure to high volume traffic areas and heavy construction equipment. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

9/6/2017  
\_\_\_\_\_  
Date

**NOTE:** The above statements 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.