

City of Colfax Job Description

TITLE: Public Works Director	DEPARTMENT: Public Works
REPORTS TO: City Administrator	GRADE: 4
SALARY RANGE: \$4,457-\$5,321	CLOSING DATE: September 12 th , 2014

MAJOR FUNCTION AND PURPOSE:

The Public Works Director manages the operation and maintenance of the City's public infrastructure. Directs the operations of the Public Works Department, including the management of many disparate activities. Serves as technical advisor to the Mayor, City Council, and City Administrator relative to capital projects for the development and improvement of the City's infrastructure. Directs the operation and maintenance of the City's water supply, water distribution, sanitary sewer, storm water, street, and park systems.

SUPERVISION RECEIVED:

Serves under the direct supervision of the City Administrator

SUPERVISION EXERCISED:

Provides direction to water, waste water, storm, street, maintenance, and park personnel. Currently the department has 6 FTE and is augmented by seasonal help as needed.

ESSENTIAL FUNCTIONS:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Direct and manage departmental operations including budget, administrative compliance, and staff supervision. Develop, review, and approve departmental strategic planning, work plans, policies, procedures, and reports. Set performance standards. Serve as a member of the City's Senior Management Team. Evaluate performance and program effectiveness and initiate action for improvement as necessary.
- Provide technical assistance and interpretations to the Mayor, City Administrator, City Council, Boards and Commission, and local citizen committees regarding issues

affecting operations and maintenance. Attend meetings as necessary to address concerns.

- Perform work of crew members. Operate small tools and heavy equipment. Identify equipment needs. Ensure equipment is properly maintained.
- Monitor and diagnose city water and wastewater distribution system.
- Administer City codes related to public improvements.
- Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees satisfy departmental safety and loss control standards.
- Review record keeping and documentation to ensure compliance with local, state, and federal regulations.
- Respond to damaged, deficient, or otherwise non-conforming traffic control signs or barricades.
- Coordinate work activities with staff, internal and external customers, contractors, vendors, and the general public. Develop contract specifications for bid requests.
- Manage the excavation site. Protect existing utilities and order shoring. Ensure proper excavation and trench shoring practices.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major course work in Construction Management, Facilities Management, Project Management, Civil Engineering, Surveying, Capital Planning, or related field.
- A minimum of five (5) years progressively responsible local government experience in Public Works operations, including management, supervisory, and budgetary experience.
- Must hold a State of Washington Wastewater Treatment Plant Operator 11, Water Distribution Manager 11, Cross Connection Control Specialist, Certified Flagger Card, Pesticide Applicator, First Aid, and CPR certifications.
- Must hold a Class A or B Commercial Driver's License including a current CDL Physical Card.
- May substitute Master's Degree in Construction Management or related field, LeedAP, PE, or CFM designations for up to two (2) years' experience.
- A minimum of ten (10) years progressively responsible local government experience in Public Works operations, including management, supervisory, and budgetary experience may substitute for the education requirement.
- Must have ability to operate telephone, computer, and interact with the public on a daily basis.

KNOWLEDGE REQUIRED

- Safety practices and principles related to the operation and maintenance of public utility and park system operations, maintenance, and repair.
- Emergency management and the Incident Command System.

- Water and wastewater distribution system operations and maintenance.
- Telemetry and Scada system and ability to analyze laboratory required samples of the influent and effluent.
- Preventative maintenance programs for keeping track of all of the City's infrastructure and fleet using work orders.
- Budgeting.
- Public works, facilities, utility operations, and maintenance.
- Strategic planning methods with an emphasis on services related to public works, facilities, utility operations and maintenance.
- Laws and regulations governing public construction.
- Tokay Software in order to maintain the City's Backflow Prevention Program.
- Public purchasing and contract laws and regulations.
- Human resources management practices.

SKILLS/ABILITIES REQUIRED

- Conceptual analysis and policy/program development and implementation.
- Successfully manage the operations and budget of a multi-faceted department with employees in dispersed areas.
- Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers, and the general public.
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials, and the general public.
- Communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials, and the general public.
- Make presentations and develop reports that may include technical information.
- Practices and techniques of traffic marking and traffic sign installation, maintenance, repair, and replacement including paint types and traffic marking materials.
- Use word processing and spreadsheet programs and other software applications as required for position.
- Read equipment instructions, maps, and engineering blueprints.
- Create Annual Consumer Confidence Reports, Annual Cross Connection Control Survey Reports, Annual Water Use Efficiency Reports, Water Facilities Inventory, Annual Bio-Solid's Report.
- Knowledge of confined space programs.
- Maintain accurate records.
- Operate a vactor truck, back hoe, road grader, dump truck, snow plow, skid steer, street sweeper, asphalt roller, and water truck.

WORKING CONDITIONS:

Frequent focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; daily lifting, moving and carrying of objects over 50 pounds; occasional lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing, or balancing; frequent work in all weather conditions and around traffic;

occasionally called to respond to emergency conditions in off-hours; regular exposure to hazardous chemicals, fumes, vibrations, and high noise levels; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle and heavy equipment on public roads.

SPECIAL REQUIREMENTS

This position is classified as critical to city operations. Applicant must reside within 20 minutes of the Colfax city limits in the State of Washington upon hire.

The ability to be on call is required.

Classification History

Created: 7/24/2014

Grade: 4

FLSA: Exempt



Mike Rizzitiello-City Administrator

G. Todd Vanek-Mayor