



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Director of Public Works	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 23
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs complex administrative, planning, and professional work overseeing the operations of all Public Works work units including Street Maintenance, Stormwater Maintenance, Traffic Engineering, Traffic Signals, Parking Operations, Refuse and Recycling Collection, Water Production, Water Distribution, Sewage System Collection, Utility Billing, Facilities Maintenance, and Equipment Maintenance. The successful applicant must be an empowering manager, a proven leader, a creative problem solver and an excellent communicator. A commitment to customer service and citizen involvement is required. Must also be committed to continual development and learning.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, directs, and oversees the operations activities of all assigned divisions;
- Makes field inspections of public works activities and projects;
- Establishes operating policies and procedures;
- Directs and evaluates the work of five direct report subordinates;
- Prepares plans, correspondence, staff reports and written replies as required;
- Handles correspondence and prepares a wide variety of administrative reports;

- Recommends operational changes to the City Manager;
- Ensures compliance with state and federal regulations;
- Coordinates projects, plans and operations with associated governmental agencies including Virginia Department of Transportation, Virginia Department of Environmental Quality, Virginia Department of Conservation and Recreation, and Central Shenandoah Planning District Commission;
- Works with consulting engineering firms;
- Receives citizen inquiries or complaints and assigns staff to investigate and resolve;
- Oversees the preparation of departmental operating budgets and monitors expenditures;
- Serves as spokesperson on public works issues;
- Attends meetings of City Council and public interest groups, as required and;
- Performs special assignments as directed by the City Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Has comprehensive knowledge of municipal public works administration, planning and operations;
- Basic knowledge of civil and environmental engineering principles and advanced knowledge of government procurement and fiscal policies and public infrastructure operations, maintenance, and policies;
- Has the ability to exercise sound judgment in emergencies; to review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure; to formulate operational policies and procedures; to prepare complex technical reports, correspondence, and briefings; to supervise the work of a broad professional staff and; to establish and maintain effective working relationships with City officials, other public officials, other governmental representatives, employees, contractors and the general public and;
- Strong financial management skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in civil engineering or related field. Strong leadership, management, and administrative skills.

SPECIAL REQUIREMENTS:

Position must be able to work outside normal business hours as required to direct emergency operations to ensure continuation of essential services, and to attend meetings and activities of the City. May be required to perform work in extreme weather and under emergency conditions. Possession of Commonwealth of Virginia driver's license with a good driving record.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is predominantly sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force occasionally to move objects; work requires

reaching, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surrounds and activities; the worker, for the most part, is not subject to adverse environmental conditions, but may be called upon to work outside at times.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has extensive supervisory responsibilities of both professional and non-professional staff.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for total department administration including personnel, budget, operations and compliance. Responsible for developing operating and capital budgets, approving expenditures, and resolving daily personnel and operational issues.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Public Works will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2020