

City of  
**EDMONDS**  
Washington

**PUBLIC WORKS/UTILITIES DIRECTOR**

<b>Department:</b>	Public Works	<b>Pay Grade:</b>	NR-21
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Mayor

**POSITION PURPOSE:** Under administrative direction, plans, organizes, controls and directs the capital improvements, operations and maintenance functions of City-wide Public Works services; operates and maintains City-owned infrastructure including streets, drainage, water and sewer utilities, buildings and vehicle fleet; supervises and evaluates the performance of assigned personnel. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs Department operations to maintain effective and efficient programs, and assures compliance and accountability with federal, state, and local regulations, policies and procedures.
- Plans, directs, coordinates, monitors and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Provides constructive feedback to staff, reviews and evaluates work and makes effective suggestions and recommendations.
- Directs the Department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects; measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Develops, administers, maintains and oversees the Departmental budget including: the annual or bi-annual budget, outside funding, revenues, assists with the Capital Improvement Program and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies; recommends efficiencies to keep costs within established financial guidelines and approves Department expenditures and implements adjustments.
- Provides advice and coaching to staff; develops work plans for staff.
- Implements and/or recommends corrective actions and discipline and termination procedures as appropriate/necessary.
- Develops action plans and metrics analyzing operational results and ensures the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.

## **JOB DESCRIPTION**

### **Public Works/Utilities Director**

- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Oversees the preparation and maintenance of a variety of reports, records and files related to assigned activities; prepare and maintain records and reports related to budgets, plans progress, personnel and related activities.
- Provides leadership and knowledge on emergency response/emergency operations and recovery activities.
- Plans, organizes, controls and directs the capital improvements, operations and maintenance functions of City-wide Public Works' services.
- Develops strategies and programs to deliver Public Works' services effectively and efficiently and prepares reviews and monitors the Public Works' work plan.
- Administers and manages all Public Works' projects utilizing staff and/or contractors in an efficient, effective manner using comprehensive knowledge of environmental compliance and safety regulations related to Public Works' activities; updates and implements programs in compliance with regulations.
- Prepares and reviews contracts, reports, memos and other materials related to Public Works and assigned personnel.
- Provides technical expertise, information and assistance to the Mayor regarding assigned functions; communicates with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and to exchange information; provides input and review of capital improvement projects and participates in special projects as directed.
- Plans, organizes and implements long and short-term programs and activities designed to develop Public Works' infrastructure services and assists with related communications and public relations.
- Attends and conducts a variety of meetings as assigned including making presentations at City Council meetings related to Public Works' issues, and facilitates review of public concerns and inquiries.
- At the direction of the Mayor, works with Council to provide thorough information, analysis, pros/cons, consequences and options on specific topics.
- Develops action plans and metrics; analyzes operational results and assures the effective allocation and utilization of resources.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment.
- Incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- At the direction of the Mayor, work with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations for Council on specific topics.
- Fulfills roles and responsibilities on the EOC team as assigned by the Mayor.
- Perform related duties as assigned by Mayor.

#### **Required Knowledge of:**

- Supervisory and training principles, best management practices, methods and techniques.
- Contracting, safety and environmental laws, rules and regulations.
- Engineering, maintenance and construction practices for streets, storm drainage systems, sanitary sewers, pump stations, water storage, traffic signals, City buildings and fleet maintenance.
- Disaster emergency management and recovery process.
- Effectively addressing and diffusing difficult situations and handling conflict.
- Interpersonal skills using tact, patience and courtesy.
- Tools and equipment used in the Public Works' maintenance and construction.
- Construction standards.
- Health and safety standards, rules and regulations.

## **JOB DESCRIPTION**

### **Public Works/Utilities Director**

- Principles and practices of the long-range and strategic planning.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Administrative program/project management techniques and principles.
- Contract negotiation and administration. Administrative program / project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

#### **Required Skill in:**

- Ability to work within federal, state, local laws, codes, regulations
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Managing the operations and maintenance functions of City-wide Public Works services.
- Operating and maintaining City-owned infrastructure including streets, drainage, water and sewer utilities, buildings, and vehicle fleet.
- Developing and administering procurement and consultant contracts.
- Creating and producing effective grant requests.
- Negotiating, mediating and/or facilitating.
- Coordinating and organizing a diverse work program.
- Planning and implementing long-term strategies, including capital construction project planning and oversight.
- Performing in-depth policy analysis, including development of alternatives, cost/benefit and other types of decision analysis.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing, maintaining, and reviewing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, using best management practices, methods and techniques including delegating tasks and authority appropriately.

**JOB DESCRIPTION**  
**Public Works/Utilities Director**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Civil Engineering, Public Administration or related field and eight years of increasingly responsible experience in public works projects managing or supervising operations, programs and services in one or more public works specialty areas that includes four years of staff supervisory, budgetary, and management responsibility; preferably in a municipal or public sector environment; prefer professional engineering license (PE) and/or Masters in Public Administration (MPA); OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Must be able to complete and successfully pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

**Hazards:**

- Contact with potentially angry and/or dissatisfied customers.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_