



Public Works Director

Public Works

PW/1

JOB SUMMARY

This position is responsible for directing public works operations for the City of West Point, including street, sewer and sanitation functions.

MAJOR DUTIES

- Directs the daily operations of the Public Works Department.
- Assures the safety of all employees and completion of jobs in a timely manner.
- Answers citizens concerns and addresses them in a timely manner.
- Trains, assigns, directs, supervises and evaluates personnel.
- Assigns work orders; ensures work orders are performed accurately and in a timely manner.
- Responds to after-hours emergencies.
- Reviews employee time cards; completes and submits time sheets; approves leave requests.
- Performs infrastructure inspections.
- Prepares and monitors annual budgets.
- Coordinates equipment purchases.
- Manages capital projects and administers capital budgets.
- Responds to after-hour emergency calls.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the techniques, equipment, and supplies used in public works construction, repair, and maintenance.
- Knowledge of vehicle maintenance and repair methods and practices.
- Knowledge of departmental and safety policies and procedures.
- Knowledge of federal and state laws and local ordinances relevant to departmental operations.
- Knowledge of the geography of the city, including road and street names and locations.
- Knowledge of city policies and procedures, including purchasing and budgeting procedures.
- Knowledge of the operation and preventive maintenance of a variety of equipment.
- Skill in budgeting and public financial management.
- Skill in supervision and management.
- Skill in reading and interpreting blueprints.
- Skill in the use of office equipment such as a computer, calculator, copier, and facsimile machine.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include relevant state and federal laws, city ordinances, policies and procedures, state and federal safety regulations, and departmental rules and regulations. These guidelines require judgment, selection, and interpretation in application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and public works maintenance duties. Heavy traffic and inclement weather contributes to the complexity of the work.
- The purpose of this position is to supervise the operation of the Public Works Department. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other city employees, state and local government officials, and the general public.
- Contacts are typically to exchange information, motivate personnel, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.