

**CITY OF SULTAN  
POSITION DESCRIPTION**

TITLE:	Public Works Director	Effective Date: May 1, 2010
DEPARTMENT:	Public Works	REPORTS TO: Mayor/City Administrator
FLSA:	Exempt	

**MAJOR FUNCTION AND PURPOSE**

The Public Works Director organizes, administers, and supervises all of the activities of the City of Sultan public works department including water and sewer systems, street maintenance and repair, surface water management, capital planning and construction, solid waste collection, facility construction, maintenance and repair, fleet management, cemetery management, parks and traffic control functions, emergency management, and equipment and public works contracts.

The Public Works Director also oversees the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer and water service and public improvements for land subdivisions.

**SUPERVISION RECEIVED**

This position serves under the direction of the Mayor and City Administrator.

**SUPERVISION EXERCISED**

The position delegates considerable authority for the performance of technical and day-to-day administrative activities to supervisors since the major emphasis is on overall administration and coordination. Reporting directly to this position are the public works field supervisor, engineers, contractors, construction inspector, in-field supervisor(s) administrative secretary and other staff necessary to fulfill the department's mission.

**ESSENTIAL FUNCTIONS**

1. Determine departmental policies for long-term and short-term planning.
2. Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operations.
3. Prepare the annual department budget. Administrate general policies in consultation with department supervisor(s) for maximum utilization of available financial resources through appropriate allocations of manpower and equipment.
4. Delegate responsibility and appropriate authority for tasks assigned to staff. Set department goals and prioritize as appropriate.
5. Perform administrative tasks to manage the public works department including maintaining awareness of state and federal safety requirements. Monitor operations to assure a safe working environment, provide for necessary safety training, and supervise health testing

(hearing, first aid, CPR, spray licensing etc.).

6. Assist in recruiting and selecting qualified candidates. Develop position requirements. Analyze and assist in resolving human resource issues. Prepare and conduct oral and written employee performance evaluations. Recognize outstanding job performance. Effectively correct undesirable trends in performance consistent with established city policies. Mentor employees.
7. Review plans and oversee public and private (developer) construction projects. Perform the duties of the City Engineer in completion of capital projects.
8. Prepare project construction/maintenance contracts and bid specifications. Provide for proper distribution of request for proposals and/or request for qualifications. Analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully. Administer contracts.
9. Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the city.
10. Support a positive work environment. Keep others informed of work issues and programs by maintaining quality communications. Display initiative to resolve problems and capitalize on opportunities in the job and maintain a work environment supporting fair and equal treatment of employees.
11. Other duties as assigned.

#### **OTHER RESPONSIBILITIES**

Attend regular and special meetings as required. Concisely present complex technical information and politically sensitive subjects to the city council, planning board, ad hoc committees and members of the public. Participate in emergency management drills and work cooperatively with other agencies during natural and man-made disasters. Attend regional meetings and effectively represent the City of Sultan.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of civil engineering as related to the design and construction of municipal public works facilities.
- Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.
- Thoroughly understand modern principles and practices of design, construction, operation and maintenance of water treatment facilities, wastewater treatment facilities, water/sewer operations, street maintenance, surface water management, solid waste disposal, cemetery operations, fleet and facilities maintenance and parks maintenance.
- Knowledge of civil construction and inspection standards, Washington State Department of Transportation (WSDOT) Standards and Specifications and WSDOT Design Manual.
- Knowledge of Emergency Management Operations and the operation of an Emergency Operations Center.
- Ability to perform a broad range of supervisor responsibilities over others.

- Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.
- Ability to effectively communicate city plans, policies and programs orally and in writing with a broad range of individuals.
- Ability to organize, direct and coordinate the activities of several divisions - water distribution management, cross connection control, sewer collection management, water treatment plant operation, wastewater treatment plant operation, parks and recreation including cemetery, and solid waste management.
- Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

**WORK ENVIRONMENT**

See attached Physical Demand Job Assessment Form

**MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited university in civil engineering or related field, together with at least four years of responsible civil engineering experience for a municipality, county, state, or engineering consultant is required. Certification as a professional engineer licensed to practice in Washington State.

Six years of work experience with at least two years supervisory experience with responsibility for human resources, equipment, materials and budget. Or, any combination of education, training and experience that provides the required knowledge, skills and abilities.

Requires the use of personal or city vehicles on city business. Individuals must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record. Must have personal insurance coverage.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Department Head

\_\_\_\_\_   
 Mayor

\_\_\_\_\_   
 City Administrator

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

**EMPLOYEE ACKNOWLEDGMENT:**

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

\_\_\_\_\_ *(Employee signature)*

