

ORGANIZATION:	City of North Plains	DATE:	Approved June 28, 2010
LOCATION:	North Plains, Oregon	APPROVED:	
DEPARTMENT:	Public Works Department	TERM:	Full-time, subject to employment contract terms
JOB TITLE:	Public Works Director		

PURPOSE OF POSITION: Administer, plan, schedule, assign and supervise the activities of public works personnel. Ensure the overall functioning and performance of the streets, parks, traffic control systems, equipment and building maintenance, water testing and distribution, water billing, and storm drain maintenance for the City. Serves as a member of the Human Resources Administration Team and Emergency Management Team.

ESSENTIAL JOB FUNCTIONS:

Direct the activities of department personnel, conducting various supervisory activities, and effectively recommending hiring, disciplinary and termination actions. Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Ensure provision of adequate training within department. Supervise meter reading operations and coordination with utility billing

Conduct inspections for water, streets and parks construction and maintenance, including cross connection and back flow control devices.

Manage public works projects, which may include: developing scope of work, bid specifications, and budget; purchasing of materials; work site inspection; coordinating with consultants and/or other governmental bodies: and, recommending necessary actions to the City Manager and City Council.

Evaluate, develop and implement goals, programs, policies and procedures to improve the effectiveness and efficiency of department responsibilities. Develop long-range plans for department related services to the community. Develop Capital Improvement Plan for public facilities. Prepare various reports and maintain departmental records and files.

Prepare and present initial budget request. Monitor and approve expenditures for compliance to approved budget. Review budget requests and purchase orders within the department.

Receive and resolve citizen complaints and concerns regarding public works functions and personnel. Respond to emergency calls, including "after-hours" responses. Meet with consultants, contractors, City staff and related State/Federal agencies as necessary.

Perform initial building and construction plan review for infrastructure improvements, development, construction, right-of-way, sign and fence plans.

Attend City Council and various other meetings, providing input and receiving direction or other information. Prepare reports for information and/or action by Council

Job share with the other Department heads in the position of Human Resources Director. The responsibilities of Human Resources Director are shared jointly by all city Department Heads, who are members of the administration team. The team performs all needed aspects of Human Resources for the city. Specific duties on the administration team are assigned by the City Manager.

Follow all safety rules and procedures for work areas.

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AUXILIARY JOB FUNCTIONS: Participate in operations and maintenance activities of the department as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of public works operations and maintenance methods and accepted practices; material and equipment used in the construction and maintenance of streets, water, and storm drain systems; and, principles and practices of supervision, public budgeting and bid requirements. Knowledge of Environmental Protection Agency/Department of Environmental Quality requirements related to public works environment. Basic knowledge of general engineering principles. Basic computer skills including word processing and spread sheet capabilities. Equivalent to a four year university education and over three years public works experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of Water Distribution Level II, back flow, and cross connection control certificates. Possession of, or ability to immediately acquire Commercial Driver's License.

DESIRABLE REQUIREMENTS: Possession of appropriate FEMA Emergency Management Institute certifications.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and may involve all types of terrains. Duties involve moving materials weighing up to 25 pounds on a regular basis such as parts, materials, equipment, files, books, etc., and may infrequently require moving materials weighing over 80 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating public works equipment, computer keyboard, and standard office equipment.

WORKING CONDITIONS: Most duties are performed under usual office working conditions. Field work involving construction or inspection will expose incumbent to all types of weather conditions, dirt, oil, chemicals and noise and may require hearing/eye protective devices. Work schedule may include evening hours and weekends.

SUPERVISORY RESPONSIBILITIES: Responsible for over 3 seldom over 7 FTE.

SUPERVISION RECEIVED: Works under the direction of the City Manager.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.