

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB364 Public Works Director
POSITION #/TITLE: 2419 Public Works Director	Adopted: 05-07 Revised: 02-15

POSITION DESCRIPTION

Dept: Public Works	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2629/CN003/Assistant City Manager-Development Services	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

With broad guidance from the Assistant City Manager-Development Services, organize, direct, and coordinate the programs and activities of the Public Works Department; plan and direct the construction of approved capital improvements programs for public works infrastructure facilities; guide and direct as necessary to fully implement organizational change and transition to achieve a more competitive service delivery process based on continuous improvement systems; performs related work as required.

Distinguishing Features of the Class

Exercises a high degree of independent judgment and discretion in the interpretation and execution of policies governing the City's public works programs and maintenance activities, including determining major department policies, planning long term programs, resolving difficult administrative problems, and managing the departmental budget. Delegation of authority for the performance of technical and day-to-day administrative activities to team managers with major emphasis on overall administration and coordination as a team to achieve responsive, effective, and efficient results without duplication. Broad policies are prescribed by and general direction is received from the Assistant City Manager-Development Services with the Public Works Director responsible for the effectiveness of all departmental programs with supervision of professional and sub-professional engineering personnel, maintenance personnel, and administrative personnel.

Examples of Essential Work (Illustrative Only)

Serves as liaison with regional, state and federal officials on public works related issues; participates in key transportation and public facilities planning activities; serves on teams, work groups and committees while partnering with other agencies to advance the City's goals, strategies, and vision; Provides consultation, evaluations, and recommendations as requested by the Assistant City Manager-Development Services and/or City Council on all policy matters affecting public works programs and functions, policies, projects, and regulatory compliance matters; Provides overall management and direction in the development of the capital improvements program for roadways, sewers (sanitary and storm), sidewalks, trails, bridges, storm water management facilities, drainage and flood control facilities, and other public works related infrastructure; Develops general policies, in consultation with the Public Works Department management team for maximum utilization of available financial resources through appropriate allocations of staffing and

equipment resources;

Oversees and directs the development and administration of the department's budget, including forecasting funding needs for proper staffing, equipment, materials and supplies, implementing budgetary policies, procedures and corrective procedures in accordance with Assistant City Manager-Development Services directives;

Implements and sustains effective maintenance management systems to monitor productivity levels and cost of service;

Implements and sustain effective asset management systems to identify infrastructure needs, budget impacts, maintenance impacts, and planning impacts for sustainability;

Provides effective professional leadership, positioning the Public Works Department to meet the community's goals, strategies, and vision through competitive services, best management practices, and appropriate technologies;

Develops and prepares required information for City policy and ordinance revisions relating to public works activities for City Council consideration;

Coordinates program and emergency services with team managers;

Provides expert testimony in connection with legal actions involving City business and Public Works activities;

Develops and delivers presentations and attends meetings, conferences, and workshops related to improving best management practices and/or improving service delivery in the public works area;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Performs executive-level staff training and development duties including selection, promotion, performance review, mentoring, counseling, and discipline of personnel within the area of responsibility;

Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Department;

Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations;

Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;

Provides status reports to the Assistant City Manager-Development Services on Departmental operations, any major shift in policies or procedures and recommendations for future development;

Oversees the development and implementation of operations within the department and looks at the impact of these operations on other City operations;

Oversees the development and implementation of performance measures and benchmarks within the department;

Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

Reviews department customer service practices to ensure department is meeting the needs of internal and external customers;

Establishes continuous improvement process in the department;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Extensive knowledge of the principles and practices of public works program activities and engineering management, including strategic planning, budgeting and personnel administration;

Extensive knowledge of civil engineering principals and practices including laws and regulations related to the practice of Engineering in Iowa;

Extensive knowledge of laws, regulations, standards, and other requirements related to construction bidding, platting, special assessments, drainage, flood plain management, traffic safety, annexation, utility

franchises, railroad authorities, and highway authority (Iowa DOT and FHWA);
Good knowledge of work order management systems, asset management systems, pavement management systems, cost of service models, capital improvement planning, financial reports, grant programs, and continuous improvement processes;
Ability to develop a team workplace environment to maximize the contributions of all employees and develop the strengths of all team members;
Ability to effectively delegate and hold people accountable for results;
Ability to be a strong mediator and facilitator;
Ability to exercise mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guidelines for diverse engineering and public works activities;
Ability to make effective decisions by thinking conceptually, evaluating complex issues, observing and evaluation trends and drawing logical and realistic conclusions;
Ability to possess a highly professional approach to problem solving with a strong service ethic;
Ability to effectively resolve difficult infrastructure issues in a manner that allows for reasonable accommodations without compromising the integrity of future development;
Commitment to utilizing performance measures to improve public services;
Ability to develop and communicate clear goals, ideas, and objectives utilizing effective oral and written presentation skills;
Ability to quickly learn and implement new skills and knowledge related to best management practices, technology improvements, and organizational improvements;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations, and other appropriate information related to public services, public works activities, engineering planning and design, and regulatory requirements;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, or other related engineering field; and
Extensive experience in public works engineering, maintenance operations and management including experience supervising and managing engineering functions; and
Experience leading a municipal Public Works department of a similar size or larger; or
Master's Degree in Business, Public Administration or related fields; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensure as a Professional Civil Engineer issued by the State of Iowa upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect a wide variety of engineering and construction plans, specifications and projects;
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility, which permits the employee to inspect engineering and construction projects.