

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Director of Public Works*  
**Department:** *Public Works*  
**Reports to:** *City Administrator*  
**Status:** *Exempt / Non-union*

#### **Job Summary:**

The Public Works Director is responsible for the overall direction, leadership, operations, management, supervision, and administration of the Public Works Department including strategic, budget, and business planning; revenue and financial planning, new business proposals, compliance with City, State and Federal regulations, coordination of services and capital improvement projects with Development Services and Engineering, City administration and other departments. The Director provides overall direction and supervision to the City Engineer, Operations Managers and Department employees, and also participates in management team functions.

#### **Essential Job Functions:**

1. Participate in City's management team functions, and with the Mayor and City Administrator, develop programs to enhance customer focused community services, major projects, and other initiatives.
2. Attend City Council meetings and provide ongoing communications regarding public works and utility management, services, emergency services, and other matters.
3. Provide overall leadership and supervision of Public Works employees: hire, train, supervise and direct the Operations Managers and all other Department staff.
4. Develop and implement departmental operating policies and procedures with the Department's management team in accordance with applicable laws, court decisions and management practices.
5. Direct and oversee development and maintenance of Public Works systems, equipment, and technologies, and oversee developing schedules for preventative maintenance, equipment repair, purchasing, inventory, and other modules.
6. Authorize, administer and make recommendations for decisions on service contracts, consulting services, and capital equipment purchases, both major and minor, including types of apparatus and equipment to be used within budgetary limitations.
7. Receive, evaluate and resolve complaints pertaining to City Engineer, Operations Managers, Public Works, Engineering and/or department operations in general. Represent City when necessary and act on City's behalf with local, State and federal agencies, and public organizations, citizens, media, boards or commissions.
8. Review adherence to departmental long and short-range goals and objectives.
9. Guide and coordinate development of new business related proposals, applications, and supporting data for federal or State funded programs. Administer and ensure compliance of federal and State laws regarding project funding, coordinate bid requirements, consultant selection, operations, and construction standards with Engineering Division.
10. Oversee the research completed by staff for specific utility operating and capital financing; make recommendations for alternative proposals and upon approval, implement such programs.
11. Establish and maintain cooperative and effective working relationships with the City officials, employees, other City staff and Departments, other professionals, vendors, intergovernmental agencies and the general public to provide premier customer service in a courteous and appropriate manner sometimes in stressful situations.
12. Represent Public Works at regularly scheduled City Council meetings and serve as a resource to the Mayor, Council, and City Administrator.
13. Direct Public Works enterprise functions such as business plans, marketing, and customer relations.
14. Coordinate activities with other departments and direct capital improvement projects with the City Engineer, consultants, and contractors.

#### **Associated Job Functions:**

1. Attend various continuing education, meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of modern methods and techniques as applied to the direction of a Public Works department.
- Knowledge and abilities to provide overall direction to department operations and customer services
- Ability to manage and supervise diverse technical fields.
- Knowledge of City, County, State and federal regulations governing public works, labor relations, and public works operations.
- Knowledge of strategic, financial, engineering, and organizational planning, fiscal and revenue matters, as well as personnel and supervisory practices and principles.
- Excellent communication skills both orally and in writing and the ability to make presentations to a variety of groups and organizations.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to direct and develop management staff.
- Ability to supervise the activities of administrative and maintenance employees in a manner conducive to effective and efficient work performance and positive morale.
- Ability to utilize a personal computer and associated City and Department software.

**Working Environment and Physical Demands:**

Work is normally performed in an office environment and field locations. Equipment utilized includes standard and specialized office equipment including personal computer with specialized software, word processing, data base and network software. Attendance at weekend and evening meetings is sometimes required, with travel required to other City locations or out-of-town meetings and conferences.

**Experience and Training Requirements:**

- Bachelor's degree in business administration, public administration, engineering, or related field, **with** continuing education **required, and**
- Eight (8) to ten (10) years of progressive experience directing and planning operations in a multi-tasked public works department for a municipality or related organization.
- Master's degree in an appropriate discipline is preferred.
- Ability to direct, manage, and supervise a diverse Public Works department in adherence to City, State, and Federal regulations.
- Ability to lead and manage diversely skilled groups who possess various levels of certification and numerous specialized areas of operation.
- Must pass background and credit check, and driver's abstract.
- Valid Washington State Driver's License and a good driving record.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 95

Revised: 1/98 AK, NWM/HR 7/04, HR 7/10, HR 3/12, HR 9/15

FLSA: Exempt

Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.