



City of Waterloo

Job Description – Director of Public Works

JOB TITLE: DIRECTOR OF PUBLIC WORKS

DEPARTMENT: Public Works

REPORTS TO: Mayor

STATUS: Full-Time

FLSA: Exempt

PHYSICAL DEMAND LEVEL: Medium

BRIEF DESCRIPTION OF THE JOB: Provides guidance for various services including Engineering, Streets and Drainage, Grounds Maintenance, Underground Utilities, Natural Gas Distribution, Water Collection/Treatment and Distribution, Wastewater Collection/Treatment, Electric Distribution, Power Plant, and Fleet/Building Services. Oversees property and easement surveys along with legal descriptions. Supervises contractor construction projects to ensure adherence to plans, specifications, and City regulations. Manages the review and supervision of public infrastructure. Prepares reports on Public Works activities and carries out additional related tasks as needed.

ORGANIZATIONAL RELATIONSHIPS:

Directs: All Public Works functions through their respective Division Heads/Foremen and any Contracted Engineering Staff

Other: Heavy administrative work, deals directly and in depth with citizens, employees, Department Heads/Foremen, consultants, contractors, Mayor and City Council in problem resolution.

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| ESSENTIAL DUTIES: |
| Manages and supervises all Public Works Departments including but not limited to: Electric Department, Water Department, Sewer Department, Gas Department and Street Department. |
| Monitors construction projects and contracts of the Public Works and Sewer, Underground Utilities, Power Plant, Electric, and Street Departments and presents status reports of such projects to Mayor and City Council. |
| Reviews time and equipment records, work in progress, and operational schedules. |

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| Responsible for developing short- and long-term goals for Public Works Departments, develops methodology for obtaining goals, implements and monitor's progress. |
| Responsible to see that all department heads prepare and submit their budgets to the Budget Officer in a timely manner. |
| Plans, directs and coordinates the work of the employees in the Public Works Administration department and Labor Unions: American Federation of State, County and Municipal Employees AFL-CIO, COUNCIL 31, Local 39 and International Brotherhood of Electrical Workers, AFL-CIO Local 309. |
| Shall be City's representative to I.M.E.A and all other utility alliances, with the advice and consent of the Mayor and City Council. Shall be responsible to report all of the alliances matters to the appropriate committees. |
| Determines scope of engineering projects; prepares Request for Proposals and contracts for consulting engineers and private contractors. |
| Attends various City administrative meetings, i.e., all City Council meetings, and other meetings as needed. |
| Responds to concerns and inquiries from both the public and private sector, communicating all aspects of public works as requested. |
| Prepares and performs verbal and written presentations to City Mayor, Council, City Staff, Boards, and Commissions as required. |
| Reviews and evaluates plans and specifications, reports and studies, and various drawings/diagrams for the purpose of checking for accuracy, to provide recommendations, and to provide approval. |
| Reviews subdivision and utility layout plans from design through the construction phase. |
| Hears and provides resolution to engineering, public works, construction, and personnel issues that occur. |
| Works closely with other department heads, engineers, developers, and contractors regarding public works activities and projects. |
| Researches subjects and compiles and assimilates data and information into various special studies and reports to address issues and programs for the City. |
| Plans, develops and implements annual maintenance programs; operating/capital improvement budget(s), and monitors cost/expenditures to ensure adherence to such, as well as established project financial goals and objectives. |
| Interacts with various regulatory and governmental agencies, and consults various data sources concerning engineering standards, regulatory compliance and requirements for development activities. |

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| Performs onsite field inspections when conflicts and/or disputes occur. |
| Controls the work and overtime schedules of all employees in all public works departments and shall have the power to discipline city employees. |
| Responsible for all equipment assigned to the public works departments, their proper care and maintenance and the proper administration of said departments. |
| Responsible for establishing and maintenance of all equipment inventory. |
| Prepare bid specifications for the acquisition of all equipment relating to the public works department. |
| Maintains current knowledge of trends and developments in the field, and facilitates application of such to department policy and procedure as appropriate. |
| Read recent developments, current literature and sources of information regarding public works. |
| Prepare a variety of reports, correspondence and special studies. |
| Other duties as assigned. |

KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of modern principles and practices of public works administration; thorough knowledge of the federal, state and local ordinances, laws and regulations relating to departmental activities; thorough knowledge of principles of effective administration, to include planning, directing, evaluation and coordinating; thorough knowledge of effective supervisory principles and techniques; thorough knowledge of principles and practices employed in budget development, implementation and administration; thorough knowledge of report and record maintenance principles and practices; thorough knowledge of the principles and practices of public works as applied to the administration of diversified development activities; considerable knowledge of research principles and the various sources of data and information concerning municipal/governmental statistics and administration.

Skill in both verbal and written communications for effective expression of concepts and ideas and clarity in task assignment; ability to conduct verbal or written presentations to all levels of City employees, elected officials and general public; ability to establish and maintain effective communication and working relationships with City administrative personnel, subordinate personnel and outside organizations and agencies; ability to plan, assign, supervise and review the work of a large staff of subordinates and to provide direction and recommendation on difficult procedural and administrative problems; ability to develop and implement departmental policy and procedure; ability to design and supervise the construction inspection of complex public works projects.

MINIMUM QUALIFICATIONS AND TRAINING:

Candidates for the position of Director of Public Works shall possess a high school diploma and have completed a minimum of two years of formal education in a college engineering curriculum or a trade school specializing in engineering-related subjects such as drafting, surveying, blueprint reading, and the like. The candidate shall also be required to have two years of practical experience in the field.

PREFFERED EXPERIENCE:

Considerable knowledge of municipal government with three years' experience in upper management capacity. Proven experience related to team management and oversight of at least 10 employees.

CERTIFICATES/LICENSES REQUIRED:

Possession of a license to practice as a professional civil engineer in the State of Illinois is a plus but not required. Must possess an appropriate valid Illinois Driver's License.

Physical Requirements:

Must be able to lift and/or carry up to 35 lbs. occasionally. Push and/or pull up to 25 lbs. force occasionally. Frequent: Sit, Stand, Walk, Forward reach, Left/Right hand control, foot/pedal control. Occasional: Head turn, trunk bend, kneel, stoop, squat, handling, crawl, climb, side reach, overhead reach, grasp, power grip, pinch, finger manipulation, feel.