



CITY OF ROSLYN

PUBLIC WORKS DEPARTMENT

Public Works Director Position Description

Nature of Work:

The Public Works Director is responsible for policy development, program planning, scheduling, fiscal management of the Department. They must be able to direct, manage and oversee the activities and operations of the Public Works Department including engineering, equipment rental and the maintenance of the Domerie watershed, Water Treatment Plant facility, Wastewater bypass facility, sewer lagoon, parks, streets, water, sewer and storm drainage systems; to coordinate assigned activities with other departments and outside agencies.

Essential Duties:

- Plan, organize, schedule, control and evaluate the work of the Public Works Department.
- Analyze and monitor annual operating costs and make recommendations for department budget.
- Prepare grant applications and administer successful grants.
- Report on Public Works Department plans and operations at City Council meetings and as needed or requested by the Mayor of Roslyn.
- Plan, schedule, implement and oversee construction, maintenance and operations of all public works activities; secure appropriate permits/approvals; install and maintain BMPs; and coordinate with applicable City departments, other agencies, and the public as needed.
- Manage local, State and Federal permits/regulations associated with the Airport, Water, Wastewater, Stormwater, and other City projects and general City operations.
- Utilize consultants as needed; develop RFP's, negotiate contracts for consultant services and authorize payment, approve consultant's work and monitor progress.
- Manage staff resources; develop work programs and evaluate the performance of assigned staff; complete annual performance evaluations; provide coaching for performance improvement and development; recommend compensation and other rewards to recognize performance; take disciplinary action to address performance deficiencies, in accordance with the City's personnel policies.



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- Represent the City in negotiations with outside agencies, groups, and citizens; meet with peers in business, community, and other government entities to encourage cooperative problem solving and joint approaches to problems; ensure quality customer service and work with citizens and citizen groups to resolve problems; provide information to media as needed.
- Coordinate with other City Departments as needed.
- Keep informed of industry trends; track and analyze state and federal legislation and regulations and evaluate impact of regulations; conduct training for public works staff and public as needed.
- Maintain a computer database of City infrastructure and equipment, operate a personal computer at a high degree of proficiency including electronic files, word-processing and spreadsheets.
- Maintain City owned properties such as fleet maintenance and minor repairs to City Hall, Library, Fire station, Wastewater bypass Facility, sewer lagoon, Water Treatment Plant and the Domerie Watershed as needed.
- Operate City equipment as needed to assist Public Works staff in construction and maintenance activities including, but not limited to: roadway repair, stormwater maintenance (including in-water work), snow removal, City water and sewer infrastructure maintenance and repair, meter reading and repair, and other activities as required to complete Public Works Department duties.
- Respond to citizen complaints in a timely and respectful manner.
- Attend Council meetings as needed and be available for after-hours calls.
- Perform other tasks and duties as assigned by the Mayor of Roslyn.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Oversee engineering functions; review and approve technical plans, drawings, papers, reports and specifications; interpret technical materials; direct construction, maintenance and project management efforts.
- Manage, direct and implement long-range planning activities including comprehensive utility plans, Stormwater Management Plan, Six-Year Transportation Improvement Program (TIP), utility capital improvement plans (CIPs) and related programs.



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Negotiate and administer franchise, professional, construction and service contracts and agreements.

- Oversee project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Oversee and develop procedures, policies and systems related to transportation, water, wastewater, storm water, parks, building maintenance, construction inspection, subdivisions, mapping, surveying and environmental services.
- Oversee the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other departments, elected officials and outside agencies;
- Coordinate assigned activities with those of other departments and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and professional engineering.
- Maintain a clean and organized working environment, including The Water Treatment Plant and the City Shop.

Supervisory Authority:

The Public Works Director oversees public works crew members and reports directly to the Mayor of Roslyn.



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Knowledge, Skills, and Abilities:

Knowledge of:

- Applicable federal, state and local laws, codes and regulations governing the administration of public works functions and activities.
- Theory, principles, practices and techniques of public works, traffic, municipal water, municipal sewer and public works maintenance functions.
- Principles and practices of public administration including budgeting, purchasing and the maintenance of public records.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Establish and maintain effective working relationships with citizens, employees, and the general public.
- Communicate effectively to the public to explain permit procedures, codes and how to interpret technical information.
- Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly.
- Work with complex mathematical concepts and apply these concepts to practical situations.
- Prepare an annual department budget.
- Develop work programs and training programs.
- Analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Read and interpret City plans, permits, maps, and environmental documents.
- Operate heavy equipment such as a grader, loader or excavator.
- Effectively handle stressful situations and difficult or angry people.



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Education and Experience:

- Bachelor's Degree from a four-year college or university. Experience may substitute for education.
- At least 5 years of progressively more responsible experience in Public Works or related field.
- Valid Washington State Driver's License with driving record acceptable to the city.
- Position may require valid WDM2, WTP01 and CCS certificates, or ability to obtain at the direction of the city.

Physical Demands, Working Conditions, and Environment:

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

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