

City of Shakopee
POSITION DESCRIPTION

TITLE: Director of Public Works
DEPARTMENT: Public Works
REPORTS TO: City Administrator
STATUS: Full-Time, Exempt
PAY GRADE: 220
LAST REVIEWED: 02.06.2023

SUMMARY

Manages, leads and directs the Street, Park, Surface Water, Sanitary Sewer and Fleet Maintenance Divisions of the Public Works department through the supervision and management of personnel, equipment, budgetary resources; and planning and coordination of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs and evaluates short- and long-range programs for the effective and efficient operation and maintenance of the City's streets, parks, natural resources, surface water, sanitary sewer and fleet. Monitors work progress and reviews and evaluates final results for consistency with industry standards and City policies, goals and codes.
- Works with and makes recommendations to appropriate personnel regarding maintenance and infrastructure goals, priorities and standards; and the replacement and/or upgrading of equipment and infrastructure based on economic and performance factors.
- Directs implementation and utilization of Asset Management/GIS and Fleet Management programs. Ensures program data is incorporated into planning and evaluation of maintenance activities, budgetary preparation and resource allocation.
- In conjunction with Division Supervisors, develops and recommends annual departmental operating budget and fee schedule; monitors and controls expenditures within approved limits and according to City policies and procedures.
- Prepares and recommends a capital equipment budget that accurately reflects the needs of the City and its various departments. Prepares and writes memos for Council action, ensuring appropriate supporting material and documentation.
- Ensures proper training and ongoing compliance with local, state and federal regulations for workplace safety. Responsible for ensuring that all established safety practices are enforced, and that prompt corrective action is taken in regards to potential safety hazards. Performs all duties as the Public Works Safety Officer, responsible for workplace safety, staff safety training, accident/incident management, job hazard analysis forms, lock-out/tag-out protocol and the monthly Public Works safety meeting. Coordinates the Public Works Department assistance for Emergency Operations.
- Maintains regular communication with and ensures division cooperation and coordination with other City departments and staff. Represents the Department by participating in committees, special task forces and various interagency activities, as assigned.
- Provides leadership of employees within the department, including direct supervision to assigned staff and indirect supervision to all employees of assigned Public Works divisions. Assigns work; provides day-to-day direction, guidance, and correction; monitors attendance and responds to time off requests, ensures appropriate training and professional development, and conducts annual performance reviews.
- Enforces adopted personnel policies and other directives as they relate to Division staff. Participates in recruitment and hiring processes and resolves personnel issues and concerns in consultation with appropriate city staff.
- Directs the establishment of maintenance goals, priorities and standards for the City's physical infrastructure and moving fleet. Oversees implementation and ensures compliance with all applicable Council directives and City procedures.
- Continuously evaluates the Department's processes and services; developing options for improving or matching services and infrastructure investments more closely to meet community needs. Implements adopted changes within the designated timeline and budget.
- Keeps City Administrator and other city departments informed as needed, requesting action where required.
- Participates in external meetings, seminars and training designed to keep informed of recent trends in the field, industry best practices, new technologies, and potential improvements.
- Represents the department at a variety of regularly scheduled and special City meetings and workshops. Represents the City at a wide variety of local, regional and statewide meetings, workshops and public hearings.

- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.
- All other tasks, duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of modern components and practice of municipal infrastructure maintenance.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to develop and maintain positive, professional working relationships internally with co-workers, subordinates and supervisors, and externally with community members and vendors.
- Ability to work with the public in a friendly, tactful manner.
- Ability to assign, instruct, evaluate and prioritize the work of subordinates within the overall framework of division goals and objectives.
- Ability to read and interpret a variety of instructions and documents furnished in written, oral, diagram, or schedule form such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively present information and respond to questions from elected officials and the general public.
- Ability to write reports and business correspondence using proper spelling, grammar and punctuation.
- Ability to comprehend, compile and present a budget.
- Ability to add, subtract, multiply and divide and apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret and comprehend engineering and architectural calculations, drawings, plans, specifications and construction staking.
- Ability to use common Microsoft Office programs, such as Word and Excel, as well as web-based email and timesheet software. Ability to utilize Asset Management/GIS and Fleet Management programs.

SUPERVISION

- Directly supervises the Street and Park Maintenance Supervisors, Foreman Mechanic, and Administrative Assistant. Indirectly supervises and responsible for all other public works staff.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

- High school diploma or equivalent
- Eight years of municipal public works experience
- At least four years of supervisory and budgetary experience required.
- Must possess, and maintain, a valid Class B driver's license with Tanker and Air Brake endorsements, or obtain the licensure within 6 months.

Desirable Qualifications

- Associate Degree or Certificate in a related field from an accredited college, university or technical school.
- Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

WORKING CONDITIONS

A majority of the work is performed in an office setting, however the position also requires visits to work sites and exposure to seasonal weather conditions, uneven terrain, and construction-related dust and noise. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; talk, hear and see. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone and Cell Phone
- Copy/Scanner/Fax Machine
- 800 Radio

The City of Shakopee is an Equal Opportunity Employer.