CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

PUBLIC WORKS DIRECTOR 2111

GENERAL PURPOSE:
Plans, organizes, directs and manages the Pullman City Public Works department.

CLASSIFICATION SUMMARY:
The principal function of an employee in this class is to direct the civil and traffic engineering, protective inspections, street maintenance, water/wastewater operation and maintenance, transit system, equipment rental and government buildings operations for the City of Pullman. Work is performed through subordinate supervisors and under the general direction of the City Supervisor who reviews work performed for the efficient and cost effective operation of the department. May serve as City Supervisor in his/her absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs the design, construction, operation and maintenance of civil and traffic engineering, protective inspections, street maintenance, water/wastewater operation and maintenance, transit system, equipment rental, and government building operations; manages department work, project and personnel activities of the Transit, Street, Water, Wastewater, Equipment Rental, Engineering, Protective Inspections, and Government Buildings Divisions; directs the strategic planning, policy development, goal setting, data collection and reporting activities of the department; prepares annual budget, capital improvement plans, and special project programs; monitors expenditures and cash flow; makes recommendations on required adjustments of budget and programs; informs City Supervisor, Mayor and City Council on the status of departmental areas of responsibility by preparing reports and making presentations at public hearings; attends all City Council meetings and may attend some planning commission and board of adjustment meetings.

Directs department managers and supervisors by providing department strategies and plans, advising managers of their individual roles and operational expectations, serving as team leader and final authorization for technical decisions, and interpreting city codes and other agency regulations, discussing and providing consultation for personnel programs and issues, and leading, coaching, and motivating supervisors.

Administers engineering, street/utility construction and maintenance, transit, and government building projects including conceptual development, programming, preparing formal grant applications; develops project plans for use by consultants or city staff; reviews draft plans, reports, and specifications; recommends contract awards, administers contracts and approves payments.

Manages the City's oversight of private residential and commercial development including plan review and approval and oversight of construction inspection; coordinates intra and interdepartmental activities by reviewing activities, disseminating information, conducting staff meetings and developing work programs; responds to complaints and disseminates information relating to departmental areas of responsibility to citizens, developers, builders, and special interest groups by means of over-the-counter contact, phone contact, letter writing, and meetings.

Develops and maintains contact with other local, regional, and state agencies regarding programs that affect department's areas of responsibility; serves as Responsible Official for state environmental programs (SEPA), Building Official, etc.; oversees and coordinates traffic planning and public transit issues.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- The principles and practices of civil and public works engineering, street/water/sewer operations and maintenance programs, and transit operations;
- Management principles and practices including short- and long-range program planning and implementation, budget preparation and administration, leadership and motivational strategies, program evaluation, and management by objectives;

Ability to:
- Attend work on a regular and dependable basis.
- Plan, organize, direct, delegate and evaluate diverse public works programs through subordinate managers and supervisors;
- Plan, organize, budget and manage complex public works projects;
- Prepare and present clear and accurate status reports of departmental progress towards Council goals and objectives;
- Make decisions and delegate responsibility;
- Establish and maintain effective working relationships with the City Supervisor, Mayor, City Council, public and private officials, and the public;
- Express ideas effectively both orally and in writing;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Possess or obtain at time of appointment, registration as a professional engineer in the state of Washington;
- Obtain and maintain a valid driver's license and a safe driving record;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Seven years of progressively responsible managerial experience in public works construction projects and/or engineering design. Experience in transit operations preferred. Bachelor's degree in engineering, preferably civil engineering, PE Certification required and/or ability to obtain Washington State PE Certification within six months of hire; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Personal computer, telephone, copy machine, fax machine, 10-key calculator.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies. Sufficient powers of observation are required to review and analyze written reports and monitor and evaluate the work of subordinates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification:Exempt
Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 09/01, 12/01, 11/05