ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Public Works
Job Code: 4000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the operations and staff of the City's Public Works Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: directs the activities of personnel through subordinate managers; plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and

maintains department standard operating procedure manuals.

Develops and implements long- and short-term plans, goals, and objectives for public works operations, which includes streets and stormwater maintenance and construction, solid waste collection and recycling, fleet management, rights of way acquisition and maintenance, storm response and recovery, asset management, and other public works activities: researches, assesses and develops strategies to meet current and future issues and concerns regarding City public works' needs; and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for the department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, capital improvement, and service delivery needs; coordinates with division staff members regarding division budgets; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related documentation.

Represents Public Works Department at City Council meetings: makes presentations regarding department projects and activities; provides staff reports and other information and answers questions; makes recommendations to assist City administrators and elected officials in making decisions; and prepares ordinances and resolutions as requested.

Directs operations of Public Works Divisions: oversees projects, programs, services, and work activities: provides direction to and coordinates with subordinate staff to address issues and concerns and to optimize operations; ensures coordination with contractors, other City departments, government agencies, public utilities, and others, as needed; ensures all department work activities and programs comply with applicable local, state, and federal policies, procedures, rules, regulations, permit requirements, laws, codes, and ordinances; and initiates actions to correct deviations or violations.

Directs and participates in developing bid specifications and related contracts for department projects: develops Requests for Proposal and/or Bid (RFPS and RFBs), scope of work, budget, schedule, and other project details; participates in bid evaluation and selection and contract negotiations; manages and oversees project budgets; conducts project progress meetings; reviews and approves reimbursements and payments; and manages and monitors work quality and contract compliance.

Manages the City's public rights of way: receives and reviews encroachment requests, utility cut permits, tree permitting, and long-term rights of way use; evaluates requests for compliance with applicable local, state, and federal guidelines, safety, and liability concerns, etc.; approves or denies requests; participates in related negotiations; and maintains related documentation and records.

Directs department response to inclement weather and other emergencies: prepares and implements emergency plans and relate training; coordinates response activities with City departments and staff; evaluates and assesses damage and personnel needs to clear and repair roads and stormwater systems; coordinates and allocates manpower; works with state and federal emergency management agencies regarding emergency declarations; tracks expenses and submits to state and federal emergency management agencies for reimbursement; and provides media interviews regarding emergency response activities and updates.

Receives and resolves citizen questions and complaints regarding department programs, services, and projects: provides information, answers questions, and provides solutions; and acts as liaison to various public and private sector agencies and community groups.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances in public works; reads professional literature; maintains professional affiliations; and attends

meetings, workshops, hearings, and training sessions as required.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, contractors, consultants, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, contracts, budgets, designs and plans, payroll, disciplinary and personnel investigation reports, staff reports and recommendations, presentations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Engineering, Project Management, Business Administration, or a related field required; supplemented by ten years of progressively responsible experience in engineering and managing public works infrastructure programs and activities, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid North Carolina Notary Public certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic

algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.