

**DIRECTOR, PUBLIC WORKS (APPOINTED)**

**CODE:**

**REPORTS TO:** The Executive Committee

**DIRECT REPORTS:** Deputy Director Public Works, Aide to the City Engineer

**NATURE OF WORK**

**Direct the activities of the Public Works Department with overall responsibility for all administrative, operational, technical and capital improvement activities and coordination of inter-governmental activities.**

**TYPICAL DUTIES AND RESPONSIBILITIES**

**(Including, but not limited to the following)**

- Provide executive direction and management of all staff and an annual operating budget of approximately \$360 million.
- Provide leadership on municipal engineering and public work issues.
- Monitor activities of the department and perform field reviews of projects.
- Coordinate and manage the preparation of the budget, and present recommendations to the City Council.
- Recommend long range capital plans.
- Provide the Mayor and City Council with information, advice and professional recommendations regarding issues and activities that fall within the purview of the Public Works Department.
- Represent the City in dealings with a variety of outside organizations, including regional and state agencies, on a variety of issues.
- Deal with labor organizations, business and civic groups, state and regional agencies, news media, etc. on Public Works functions.
- Communicate with citizens, both individually and in groups, and on a formal and an informal basis, to handle questions and complaints on the quality of services.
- Manage a diverse workforce, creating a healthy, respectful work environment and encouraging professional growth and development for all employees.
- Perform related duties as assigned by Elected Officials.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Engineering, Public Administration, Business Administration or a closely related field.

**MINIMUM EXPERIENCE:** Ten years of progressively responsible engineering experience, including at least four years of management experience.

**LICENSES/CERTIFICATIONS:** Registration as a Professional Engineer in Minnesota, or eligibility by reciprocity.

## **OTHER SPECIFICATIONS**

- Knowledge and/or education in the field of Engineering.
- Comprehensive knowledge of public works functions and broad knowledge of its relationship with other City functions, including efficient service delivery, project design and management, intergovernmental relations, customer service, and managing a diverse workforce in a union environment.
- Strong communication and interpersonal skills.
- Strong business and strategic planning skills.
- Ability to build consensus for change around the vision.
- Ability to implement strategy and measure progress and success.

**WORKING CONDITIONS:** Normal

**SERVICE:** APPOINTIVE  
**GRADE:** 19 (Executive Exemption)  
**TITLE CHANGE:** December 2006  
**JOB SPEC:** December, 2006