JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

Department:	Public Works	**Classification/Grade:**	M-4
Division:	Public Works	**FLSA Status:**	Exempt
Reports to:	City Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Responsible for planning, organizing, and directing through subordinate division leaders the operations of the Parks Division, Streets and Drainage Division, Inspection Division, Vehicle Maintenance Division, Leisure Services, and Sanitation Division; monitor the work of staff responsible for providing wastewater reclamation services, including plant operations, maintenance and laboratory service; perform a variety of technical tasks, including training and guidance of plant personnel. Supervision is exercised through division heads over a large staff of professional, technical, administrative, clerical, skilled and unskilled personnel. Serve at the pleasure of the City, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, organize and direct the activities of assigned departments.
3. Review departmental programs and provide general leadership and direction.
4. Report to and advise the City Manager on pertinent public works problems.
5. Prepare and recommend ordinances, resolutions and contracts.
6. Conduct staff meetings and agency conferences to consider and determine agency policy issues.
7. Direct the preparation and maintenance of necessary records and reports.
8. Schedule and budget all construction and maintenance projects.
9. Inspect and resolve problems from public complaints on streets, lighting, parks, etc.
10. Oversees entire street complex in the City of Mesquite.
11. Oversees proper maintenance and operation of city parks, recreation programs and sewer facilities.
12. Administer Public Works project bid openings and associated interviews.
13. Inspect and make final acceptance of street and other construction projects.
14. Attend all City Council meetings and supervisor meetings as required.
15. Supervise and monitor the maintenance, operations and laboratory activities of the Wastewater Treatment Plant; recommend improvements and modifications as necessary to maintain compliance with state regulations.
16. Maintain records and prepare reports regarding the operation of the plant; compile and prepare reports for their regulatory authorities; operate computer programs; develop and analyze spreadsheets for reports.
17. Prepare quarterly Discharge Monitoring Report for the Nevada State Division of Environmental Protection; prepare the Tier II Report for the State.

18. Inspect Wastewater Treatment Plant facilities and equipment for needed maintenance and repairs; review sampling, testing and record keeping in the laboratory; inspect the work of staff while in progress; provide advice and assistance to subordinate employees.
19. Conduct special studies and prepare reports for the Sanitation Division.
20. Perform the full range of plant duties at the Wastewater Treatment Plant; conduct off-site inspections and sampling.
21. Review improvement plans; sign off on final maps and improvement plans.
22. Be dependable and meet acceptable attendance requirements at all times.
23. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Participate in conferences with other government officials to arrive at solutions to mutual problems.
B. Represent the City on or before various outside boards, commission, and civic groups on matters relating to the Public Works agency.
C. Participate as City advisor on local committees.
D. Act as City Engineer.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Advance engineering principles, practices, methods, techniques, materials and equipment related to public works project.
- Engineering project management and engineering contract administration.
- Federal, state and local laws, rules, regulations and standards related to the area of assignment.
- Understanding of water treatment plant operations.
- Pump and motor maintenance abilities.
- Understanding of water testing and lab results.

Ability to:

- Plan, organize, coordinate, assign and evaluate the work of subordinate professional and technical employees.
- Administer construction and engineering contracts effectively, assuring compliance with all standards and provisions.
- Keep records and prepare clear and concise reports.
- Provide technical support and training in the uses of computers and software applications.
- Plan, forecast and justify operations, laboratory and maintenance needs.
- Communicate complex issues effectively, both orally and in writing.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers and the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements:

Registration as a Civil Engineer in the State of Nevada or ability to achieve such within six months.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be.

Education: Associate degree with course work in Math, Biology and Chemistry, Master's Degree in Civil Engineering or related field and or Master's Degree in Public Administration or related field.

Experience: One year wastewater treatment operations or similar experience. Five years increasingly responsible experience in works/services

Training: On the job. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties are primarily performed both in an office environment while sitting at a desk or computer and outside in varying and extreme weather conditions for extended periods of time

Physical Requirements:

Physical demands of the job are subject to high levels of public contact and frequent interruptions; manual dexterity required; audiovisual and linguistic acuity requirements. Physical exertion is present due to frequent sitting, standing, walking, bending, twisting, stooping and reaching. Physical effort is required to perform heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs; flexibility of work hours, requires weekend, holiday and evenings. Subject to 24 hour call back for emergency condition s.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, dust, noise and traffic hazards. Exposure to bio hazards such as raw sewage, live sewer systems, sewer lift stations human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008
May 2013 (Safety Sensitive)