

CLASS SPECIFICATION
Public Works Division Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of a large field maintenance group of a bureau with significant field operations; plans and directs the construction, inspection, maintenance and repair of the City's transportation and wastewater collection systems and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class has administrative, financial and management responsibilities for one of the Maintenance Bureau's major divisions. With policy direction from the group manager or bureau head, incumbents are responsible for developing and implementing division goals related to overall bureau mission and goals. Responsibilities require independent judgment on issues that are complex, interpretive and evaluative in nature and include division and bureau scope. Activities include long-range planning, developing policies, implementing bureau programs at division level, organizing and directing division programs through management teams, and planning, directing and evaluating the division budget. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Certain positions may require a Professional Engineer license. This class may be alternately staffed with a Principal Engineer.

The Public Works Division Manager is distinguished from the Senior Public Works Supervisor by having full directive authority and management responsibility for division programs, operations, budget and policy development and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate managers, supervisors and professional staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned managers, supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with managers, supervisors and professional staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Prepares or directs the preparation of a wide variety of studies and reports related to the construction, inspection, maintenance and repair of the City's public works infrastructure, including storm water and wastewater collection systems.
5. Establishes long range and short term planning goals for the division; sets and communicates division priorities to subordinate supervisors; provides general direction and oversight related to the activities of crews and personnel engaged in construction, inspection, maintenance and repair of the transportation, storm water and wastewater systems, facilities and related appurtenances.
6. Ensures and monitors the coordination of division work with the work of other divisions, bureaus, agencies and other entities.
7. Sets standards for division work to comply with bureau policy, pertinent codes, regulations and guidelines.
8. Reviews proposed and new regulations, identifies and resolves issues, and develops compliance and implementation strategies.
9. Monitors developments related to the assigned division, evaluates their impact, develops and implements policy and procedure improvements.
10. Provides leadership to staff through direction and mentoring.
11. Prepares and maintains a variety of written records and reports.
12. Confers with and advises City staff and other agencies regarding assigned areas of responsibility.
13. Monitors and inspects progress of projects in the field, through reports, interaction with subordinates and the review of completed work orders; evaluates the level of service provided as a basis for making improvements to productivity and cost effectiveness;

evaluates work methods and procedures, staffing, equipment, scheduling practices, productivity and costs as guides to improved practices.

14. Maintains an emergency response readiness within the division and bureau to deal with city-wide emergency/disaster-related events and daily unplanned response to community needs; plans, and organizes staff to provide emergency response within the Incident Command system; conducts training and review of the annexes within the City Emergency Services Plan, including annexes that detail the response to snow and ice removal, flood response, urban wild land fire interface, and a diverse variety of other serious conditions.
15. Represents the bureau in meetings with other bureaus, divisions, agencies and commercial, non-profit and community groups.
16. Develops strategies within the division to create a safety culture that is consistent with bureau and City loss control goals; provides leadership and sets an example that reflects the importance of safe work practices; continually monitors and evaluates division performance against loss control goals.
17. Serves on the bureau's senior management team in providing bureau leadership; participates in developing bureau policies, takes leadership in implementing bureau programs and initiatives, and manages change.
18. Evaluates and approves bureau personnel requirements and policy recommendations; audits bureau and division operations; reviews programs, activities and performance; reviews and approves proposed actions and recommendations of subordinates on hiring, discharge, disciplinary action, grievance resolution and performance evaluations; assures uniform labor contract administration.
19. Researches information and develops networks within the public works industry to identify and implement innovations that will improve program, division and bureau performance.
20. Manages the evaluation, development, procurement and implementation of new technology relevant to individual work programs including strategies for public acceptance.
21. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding the maintenance, operation and inspection of the transportation and wastewater collection systems and facilities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the construction, inspection, maintenance and operation of municipal public works facilities.

2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of budgeting, purchasing and maintenance of public records.
4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. City personnel policies and labor contract provisions.
7. Principles and practices of sound business communications.
8. Safe work practices and safety equipment related to the work.
9. Computer software applications related to the work.
10. Effective leadership techniques.
11. Knowledge of emergency management principles, practices and procedures.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Understand, interpret, explain and apply City policy and procedures governing assigned areas of responsibility.
3. Present proposals and recommendations clearly and logically in public meetings.
4. Represent the City effectively in negotiations.
5. Develop and implement appropriate procedures and controls.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Establish and maintain effective, collaborative working relationships with all levels of City management, other governmental officials, contractors, suppliers, businesses, labor unions, employees and the public.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Provide leadership and direction within a diverse, team-oriented work environment.

11. Communicate effectively with a broad spectrum of people in a diverse work force and community.
12. Build and maintain professional networks and develop and draw on the abilities of staff.
13. Devise and implement innovative and creative problem solving techniques including the use of technology.
14. Recognize, initiate and lead change including devising, implementing and successfully maintaining projects and plans.
15. Identify issues proactively, analyze complex problems, develop ideas that are strategic and long range in scope, and involve others appropriately in making effective decisions.
16. Plan strategically and manage to successful completion a wide range of assignments including complex projects, emergency response to emergency/disaster-related events, service improvement initiatives and policy development.
17. Set strategic goals, develop an appropriate command structure and implement an effective response to a diverse variety of emergency/disaster-related conditions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and eight years of progressively responsible supervisory and administrative experience in the construction, inspection and maintenance of public works facilities; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements

A valid state driver's license.

Certain positions may require a certificate to practice as a registered Professional Engineer, and an Oregon Professional Engineer Certificate within six months after appointment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.
This class is composed of positions from the following class(es):

1956 SENIOR PUBLIC WORKS MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7555 to 30000632, due to system change.

August 18, 2009 – Included language to note that certain positions may require a Professional Engineer license.

March 13, 2014 – Added KSA's to include use of technology, ability to devise plans, and long range planning.