

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: Public Works

E-PLAN
SG:Section 1, Group A
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides leadership, direction, and general oversight to the Public Works Department and employees responsible for City infrastructure, enterprise utilities, and transportation systems—potable water source protection, production and distribution; storm water and sewer collection and treatment; transportation systems including planning, streets, parking, and traffic control; the engineering and project work associated with these systems; major buildings and facilities; internal services programs for all City departments in the areas of fleet, purchasing, warehouse and GIS; and various other related activities. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serving as a member of the City's senior management team, collaborates with the Executive Department, City Council and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently with general guidance from the Mayor or designee to ensure coordination of objectives and priorities of the Mayor and Council. Supervises staff, directly, or through assigned managers. Works under City policies, procedures, municipal code, and various State and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Public Works Department. Oversees the management of the day-to-day administration of the Department, including budget, capital projects, utility enterprises, on-going maintenance, infrastructure stewardship and development, personnel and labor relations, and customer service activities. Represents the City at professional and governmental organizations at the State and national levels.
2. **Strategic Planning:** Works with advisory boards, elected officials and other agencies to develop long-range plans for infrastructure development and environmental protection enhancing the public health, livability, and economic well being of the community. Oversees the preparation and update of short- and long-range strategic plans so as to ensure harmony with the City's overall plans and strategies and to comply with federal and State mandates.
3. **Policy Development:** Develops, recommends, and oversees the administration of Public Works policies and guidelines. Maintains currency of policy and practice with the organizational needs of the City and with applicable federal and State laws and City Charter.
4. **Personnel Management:** Develops and maintains a workforce committed to, and with highly

developed competencies in, customer service, results orientation, and team work. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of department employees. Provides for the training in, promotion of, and accountability for, safe work practices and working conditions for employees. Ensures compliance with labor agreements City wide and Department policies, and State and federal laws and regulations.

5. Project Management: Oversees all public works projects for the City. Participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation. Ensures these are consistent with the City's goals and objectives. Facilitates and promotes ongoing research into new technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.
6. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of enterprise funds and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, facilities and time. Oversees warehouse, purchasing, facilities and fleet functions for other departments.
7. Citizen Involvement and Communications: Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Provides for staff support of the Public Works Advisory Board, the Lake Whatcom Watershed Advisory Board, the Solid Waste Advisory Committee, the Bicycle and Pedestrian Advisory Committee, and other public works-related citizen groups, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for City-wide citizen communication programs to disseminate information on Public Works projects and processes and conservation of assets.
8. Senior Management Team: Provides information and advice to the Mayor and City Council on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost effective delivery of services. Provides significant program and project support to other departments.
9. Environmental Stewardship: Under policy direction from the Mayor and Council, responsible for the protection of the City's environment, including the potable water supply, stormwater systems, lakes, ponds, and streams. Promotes and develops effective facilities and systems to handle waste and wastewater in compliance with substantial federal and State regulation, and protection of natural resources such as streams and bay. Represents the City on critical utility and environmental issues, such as water supply governance. Responsible for remediation of old landfills and operation of the Clean Green and other solid waste programs. Liaison to Whatcom County on solid waste matters.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practice of general business management and of public works administration processes and management.
- Public works issues and practices.
- Public Works Department work and operations, facilities, community infrastructure, neighborhoods, institutions, and oversight agencies.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related City issues and stakeholders, both internal and external, including other governmental legislative and agency processes, players, and issues.
- Applicable federal, State, and local laws and regulations affecting the work of the Department.

Skills in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team-building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups
- Strong business and fiscal management skills
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual;
- Develop and maintain effective organizational structure, financial control, and management information systems for the public works function.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under general policy and strategic guidance.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
 - correctable visual acuity to read a computer screen and a typeset page;
 - fine finger dexterity to manipulate computer keyboard and mouse; and
 - ability to talk and hear sufficiently to communicate with city officials, employees and the public.
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WORKING ENVIRONMENT:

Work is primarily performed in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various City and community facilities. Field visits to active construction project sites often in inclement weather, with muddy or icy conditions. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, public administration or related field. Masters degree preferred.
- Seven years progressively responsible public works experience including five years in a senior management position in a community of similar size and service level.
- Preferred qualifications include:
 - State of Washington Professional Engineer licence.
 - A significant record of responsibility for general fiscal management, capital budget management, and strategic planning.
 - Experience in a community with active citizen involvement and experiencing significant growth.
 - Effective work with elected officials, advisory boards, community and environmental groups.
 - Demonstrated creativity and innovation in programs and processes.
- In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.

PREPARED BY: Tim Douglas
Kathryn Hanowell
5/91

REVIEWED BY: _____
Mark Asmundson
Mayor

REVISED BY: DM/KH
1/06