



## **Title:** Public Works Director

### **The Ideal Candidate**

The City of Peoria, Arizona Public Works Department consists of Fleet Maintenance, Transit and Transportation, Facilities Maintenance, Streets Maintenance, and Commercial Sanitation Services (residential, commercial and recycling). The ideal candidate will have knowledge of practices and procedures related to these services, national organization and industry standards, safety codes, city ordinances and relevant laws and regulations, personnel management, and construction management. Strong knowledge and experience in budget preparation/management and capital improvement is required for the success of this position.

The ideal candidate will need to be an effective leader with a strong ability to collaborate, build, and maintain relationships with the entire organization and throughout the community. The ideal candidate must possess the capacity and interest to be an effective mentor for staff and have a demonstrated track record of setting a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

**FLSA STATUS:** Exempt from overtime under FLSA

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy City Manager

Exercises direct supervision over a staff of professional, technical, and administrative employees

### **MINIMUM QUALIFICATIONS**

- **Education:** Qualified applicants will have a Bachelor's Degree in Engineering or a related field.
- **Experience:** Requires seven (7) years of progressively responsible experience in a medium to large municipal Public Works Department, including five (5) years in a senior management/director capacity. Requires advanced knowledge in highly specialized systems and procedures. Other combinations of experience and education that meet the minimum requirements may be substituted.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.



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### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- A Professional Engineer license (P.E.) is highly desired.
- Master's degree is preferred.

### **JOB SUMMARY**

The Public Works Director oversees the procurement, management, and maintenance of the City's fleet of equipment, maintenance, and operation of City-owned facilities and related electrical and mechanical systems. The employee administers departmental service contracts including solid waste collection and citywide custodial service. The Public Works Director manages all residential solid waste collection and disposal activities including recycling and household hazardous waste programs. The Director is responsible for determining major departmental policies, for planning long-term programs, for resolving difficult administrative problems, and for managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day administrative activities since the major emphasis is on overall administration and coordination. Broad policies are prescribed by, and general direction is received from a Deputy City Manager, who holds the Public Works Director responsible for the effectiveness of departmental programs.

### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

- Plans, organizes, directs and coordinates the activities of the Public Works Department, including Transit/Transportation, Solid Waste, Fleet Management, and Facilities Management;
- Performs duties including, but not limited to, management and administration, staff supervision and evaluation, budgeting, planning, organizing, coordinating, and directing department activities;
- Determines department policies and procedures, long-term and short term plans, objectives, operational guidelines;
- Provides staff support, analysis, and recommendations to City managers and administrators, various boards, commissions, City staff, City officials and the general public;
- Develops long range plans, master plans, and other strategic documents; interprets results for use in planning, evaluation and decision making; continually monitors and evaluates the efficiency and effectiveness of service delivery, assesses work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the Department;



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- Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the Department and programs;
- Assists with planning, coordinating and monitoring special programs initiated by City leaders;
- Reviews and approves major department programs and projects, resolving scheduling and resource conflicts;
- Provides effective and inspiring leadership by being actively involved in the large capital projects and operational services provided by the Department;
- Develops and implements operational assessments and training programs, and educational opportunities to expand the skill capacity of all departmental staff;
- Fosters positive interdepartmental relationships;
- Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions;
- Represents the department to the City Council;
- Reviews and administers operational and capital budgets for assigned divisions and coordinates the CIP budget process among the assigned divisions with other City departments;
- Provides assistance on regulatory and environmental compliance issues; this would include the City's Sustainability Program;
- Develops and implements operational and administrative policies and procedures and recommends new and amended ordinances to resolve operational procedures;
- Reviews and analyzes information, reports, and statistics on department operations to determine needs and assess progress in fulfilling department objectives;
- Responds to inquiries, suggestions, complaints and other comments from the public, the news media, and other interested and affected groups;
- Represents the City and prepares and delivers presentations to citizen groups, other government agencies, planning and engineering groups, and other committees, associations, and interest groups;
- Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as required by OSHA.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>X</b>	<b>Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b>			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, safety footwear, hard hat, as required.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Automotive and construction equipment usage, maintenance, and related equipment;
- Basic building components such as electrical, heating/cooling and plumbing systems, as related to building maintenance services provided by the department;



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- Materials, methods, and techniques utilized in street maintenance;
- Custodial maintenance and best practices;
- Refuse collection, disposal, and recycling (including fee analyses);
- Principles and practices of personnel management and supervision;
- Principles and practices of budget preparation and administration;
- Privatization and contracting methods and techniques;
- Federal, state, and local guidelines that relate to the operation and maintenance of the department;
- Public administration research methods and techniques, forecasting and general budgeting principles, practices and report presentation;
- Municipal government organization and the services normally provided; and modern supervision, evaluation, and training practices and methods.

#### Ability to:

- Assign work projects to employees based on their area(s) of expertise in order to optimize the use of available staff and equipment;
- Meet all State of Arizona OSHA guidelines and requirements applicable to the functions of the department;
- Prioritize work projects based on the severity of the problem, potential danger to the public, potential loss to the City, and other pertinent factors; and adjust work schedules to meet emergency conditions;
- Supervise subordinate employees including participation in hiring, terminating, instituting disciplinary actions, conducting performance evaluations, and reviewing work of staff for accuracy and completeness;
- Devise and analyze recommendations concerning policies, methods, and procedures for improving productivity;
- Deal effectively with contractors, customers, City officials, industry representatives, and the general public;
- Present written and oral technical management reports addressing short- and long-range planning;
- Apply general budgeting principles and practices in order to prepare and monitor an operating and maintenance budget;
- Conduct ongoing and special studies, or consider those prepared by subordinate staff, relating to the functions of the Public Works Department, in order to ensure that optimum service, increased productivity, and/or a continuous improvement process is effectively maintained;
- Stay current on and make appropriate policy recommendations concerning area of specialty and/or industry activities and legal issues; and
- Establish and maintain effective working relationships with department managers, division directors, contractors, and the general public.