



Title: Public Works and Utilities Director

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:** Bachelor's degree in engineering or public or business administration or equivalent.
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Registered Professional Engineer is desired.
- Master's degree is preferred.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to direct the activities of the department. This is accomplished by managing the activities of all divisions including solid waste, water and wastewater treatment facilities, water production and distribution, wastewater collection and pumping, water resources and conservation, environmental compliance, facilities management, fleet and equipment maintenance, transit, traffic, and storm drain and street maintenance, design and construction; working with elected officials and citizens; and participating in meetings and on committees. Other duties include developing objectives, developing and overseeing projects, advising management on special studies and assignments, administering the budget, and assessing needs and requirements.



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.

#	Essential Functions
1	Establishes goals and objectives by reviewing department activities, identifying needs, analyzing metrics, monitoring legislation and trends, advising management and departments, recommending changes to the city code, and attending meetings.
2	Directs staff activities by planning and prioritizing tasks, ensuring policy and procedure compliance, participating in the hiring process, recommending changes and adjustments, and monitoring staff performance and development.
3	Works with the public, internal and external agencies by responding to requests and inquiries, meeting with business representatives, coordinating projects with developers and consultants, coordinating construction projects, and representing the city in meetings and on committees.
4	Works closely with the City Manager and Executive Team to define and establish strategic goals and objectives and execute successful business strategies.
5	Manages the annual budget for the department and oversees major initiatives and projects for operational impact.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
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.				
Sedentary	Light	Medium	X	Heavy
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.

Work Environment for this position is indicated below with "X"			
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.			
Office	X	Outdoors	Vehicle
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.