

# CITY OF HELENA



**Position Title:** Public Works Director

**Department:** Public Works

**Division:** Administration

**Grade:** 169

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Purpose:** The work performed by this position involves the leadership, coordination and oversight of the Helena Public Works Department. The position is responsible to plan, direct, manage, and oversee the programs, activities and operations of the Public Works Department including Engineering, Streets and Traffic, Water Utility, Wastewater Utility, Storm Water Utility, Fleet Services, Helena Area Transit, Solid Waste Collection and the Solid Waste Transfer Station to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex support to the City Manager.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Department Management and Administration**

This position will assume full management responsibility for all Public Works Department services, programs, operations and activities including Engineering, Streets and Traffic, Water Utility, Wastewater Utility, Storm Water Utility, Fleet Services, Helena Area Transit, Solid Waste Collection and the Solid Waste Transfer Station.

The incumbent will manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.

The Public Works Director will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.

## **Personnel Management**

This position will be responsible to ensure that Public Works Department personnel are selected, trained, motivated, and evaluated. The position will also provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs.

The incumbent will plan, direct, and coordinate, through subordinate level managers, the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

## **Internal and External Public Relations**

The Public Works Director will represent the Public Works Department to other City departments, elected

officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

The incumbent will coordinate Department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position will participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the Department.

The position will participate in public information campaigns; prepare and present speeches; draft and edit pamphlets and news articles for radio and television. The incumbent will also be responsible to respond to and resolve difficult and sensitive inquiries and complaints.

The incumbent will assume responsibility to various local State and Federal regulatory boards and agencies for the City's water, wastewater and storm water utilities, and, solid waste collection, recycling, transfer and disposal systems.

### **Fiscal Management**

This position will manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. The position will also be required to ensure that the Department appropriately applies for and administers grants received for public works projects.

### **Safety Administration**

The Public Works Director is responsible to abide by the City of Helena and department/division work practices established for specific job assignment and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

- Organization and management practice skills as applied to the analysis and evaluation of public works programs, policies, and operational needs.
- Program development and administration abilities.
- Knowledge principles and techniques used in emergency disaster situations.
- Knowledge of advanced principles of municipal engineering services.
- Knowledge of current and future trends affecting public works.
- Principles of supervision, management, motivation and leadership.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Strategic planning skills.
- Strong oral and written communication skills.
- Ability to lead and maintain a positive and harmonious work environment.
- Abilities in complex decision making.
- Ability to foster innovation and change.
- Skills in conflict management.
- Skills in finance, budgeting and grants related to the field and government needs.

### **Physical Demands:**

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold

temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

**Minimum Qualifications (Education, Experience and Training):**

This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, business management, finance, public administration or a related field. The position requires seven years of progressively responsible civil engineering, public works services, or related experience including four years of management and supervisory experience. Possession of, or ability to obtain, registration as a Professional Engineer in the State of Montana is preferred but not required.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the City Manager

**Supervision Exercised:**

Exercises direct supervision over management, supervisory, professional, technical and clerical staff. Responsible for all employees of the Helena Public Works Department.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

YES      or       NO

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_