



JOB DESCRIPTION

DIRECTOR OF ENGINEERING and PUBLIC WORKS

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| Department: | Public Works | Classification/FLSA: | Full Time, Exempt |
| Location: | City Hall | Reports To: | City Manager |
| Supervises: | Engineering Supervisor, Airport Manager, Public Works Staff | Salary Range: | \$57,015 - \$99,223 annually (Grade 16E) |
| Benefits: | Per City Handbook | Travel: | As needed |

POSITION SUMMARY

The Director of Engineering and Public Works Serves as a team member of the City's Executive Leadership Team, and is responsible for the overall direction and administration of all Public Works programs. These include, but are not limited to, design, construction and project management for road and bridge construction and capital improvements, approval of plans/permits for commercial and residential roads and drainage, building inspection, permits, codes enforcement and municipal airport operations.

DUTIES AND RESPONSIBILITIES

- Provide leadership on municipal engineering, code enforcement, airport and public work operations; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes
- Hire Public Works staff, coordinate training and professional development, evaluate performance, recognize and reward performance excellence; work with human resources to address performance and disciplinary issues as necessary.
- Provide oversight and coordination of construction and engineering functions; review and approve technical plans, drawings, papers, reports and specifications; interpret technical materials; direct construction, maintenance and project management efforts; Monitor activities of the department and perform field reviews of projects.
- Coordinate and manage the preparation of the budget, develop short- and long-range strategic project and capital improvement plans, and present recommendations to the City Manager, Finance Director and City Commission.
- Represent the City in dealings with outside organizations, including regional and state agencies, on a variety of issues.
- Communicate with citizens, both individually and in groups, and on a formal and an informal basis, to handle questions and complaints about infrastructure, streets and projects.
- Develops and executes department operating, capital and maintenance program budgets.
- Develops and implements short- and long-term planning, goals, objectives and policies.
- Interacts with the City Commission and coordinates Planning and Zoning Commission meetings.
- Maintains relationships with various external partners.

POSITION COMPETENCIES

- Communicate clearly and concisely both orally and in writing
- Knowledge of contract negotiation techniques and program development and administration
- Ability to research and analyze problems, identify alternative solutions for new service delivery methods and techniques
- Comprehensive knowledge of public works functions and broad knowledge of its relationship with other City functions, including efficient service delivery, project design and management, intergovernmental relations, customer service, and managing a diverse workforce in a non-union environment.
- Ability to manage projects, deadlines and budgets.
- Knowledge of modern principles and practices of building, civil engineering, public works construction and maintenance;
- Knowledge of applicable laws, codes, regulations, occupational hazards and standard safety precautions

EDUCATION & QUALIFICATIONS

- Bachelor's Degree in Engineering, supplemented by courses in public or business administration, environmental health or a related field. Public sector experience is preferred.
- Five years of progressively responsible engineering experience and management experience. Any combination of experience and education that meet the minimum requirements may be substituted.
- Professional Engineering License in Kansas is required