Job Description

Job Title:	Public Works Director	Classification:	Unclassified
Department:	Public Works	Grade:	380
Occupational Group:	Leadership	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; plans, organizes, and manages the public works functions of the City. Accountable for all services, programs, personnel, and activities of the Public Works Department.

Essential Leadership Job Functions

As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and services are maximized throughout the fiscal year. Ensures departmental purchases comply with the City's purchasing policies and procedures and are authorized in the budget.

Departmental Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Organizes, coordinates, and directs, through supervisory staff, the work of crews involved in a variety of public works-oriented activities including street maintenance and repair, wastewater treatment operations, public transportation operations, public works inspections, and the operation of the airport.
2. Evaluates the performance of Public Work divisions, programs, and activities; recommends changes to improve efficiency and customer service; monitors delivery of department services through division heads to ensure that the City Manager and City Council objectives, policies, and goals are met.
3. Directs development of the Capital Improvement Program and yearly work plans for divisions with the Public Works Department.
4. Selects, trains, monitors, reviews, and evaluates work of subordinate supervisory staff to ensure that operating divisions are achieving established service levels and maximizing resource usage. Serves as Joplin's Accountable Executive responsible for controlling and directing human and capital resources needed to develop and maintain the Agency Safety Plan, Safety Management System, and Public Transportation Agency Safety Plan.
5. Responds to inquiries regarding department projects; meets with the public to explain various services and identifies and resolves concerns; attends City Council meetings to answer questions or provide additional information.
6. Manages contracts with consulting engineers and organizations engaged in design and construction of public works projects; reviews and approves appropriate change orders and communicates status of changes to the City Manager, as needed.
7. Confers with and provides technical engineering advice to engineering staff, consulting engineers, and contractors regarding the design, construction, maintenance, and repair of streets, sidewalks, sewer lines, traffic controls, and municipal structures and facilities.
8. Oversees review and approval of engineering drawings, plans, and blueprints to ensure compliance with established project specifications and established engineering standards.
9. Prepares and evaluates long and short-term strategic goals and objectives for the department; prepares technical responses and reports; prepares project status reports and budget estimates.
10. Confers and coordinates activities with State, Federal, and local engineering, environmental, and public works agencies/organizations.
11. Prepares and presents information to civic and professional organizations on Public Works matters or city-wide initiatives; presents periodic reports to the City Manager and City Council regarding Public Works Department operations.

Other Duties

- Investigates complaints about Public Works services.
- Advises and makes recommendations to the City Manager's office concerning policy changes and other matters of concern requiring appropriate action.
- Leads and participates effectively at departmental and divisional staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Public Works operations including airport, civil engineering, sewer, stormwater, waste water, transportation, facility maintenance, and utility operations; principles and practices of public administration including budgeting, program planning/development, project management, and employee training and supervision; management principles as related to overseeing a large diverse department; Joplin City Charter, City Code, and Personnel Rules and Regulations; effective presentation techniques; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City staff, City officials, State, Federal, and other local officials, elected officials, business/industry officials, and the public; preparing a variety of narrative, technical and statistical reports related to Public Works programs, functions, and activities; dealing with difficult people and situations in a tactful manner; analyzing and comprehending complex rules, regulations, and other materials; managing multiple projects and tasks concurrently; contract development and management for consultant and construction contracts; interpreting and evaluating complex public works-oriented engineering designs, drawings, plans, and regulations to ensure compliance with established project specifications and engineering standards; managing multiple projects and divisions simultaneously; evaluating the performance of subordinates; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, or related discipline. Master's degree in a related discipline is preferred.

Experience: Seven years professional engineering experience that includes supervision and/or management of multiple divisions or disciplines, preferably in a public works setting, is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Registered Professional Engineer in the State of Missouri, or within the state of residency, is required. Must become a Registered Engineer in the State of Missouri within one year of appointment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required as well as on-site visits to outdoor construction sites, on occasion. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	