

DIRECTOR OF PUBLIC WORKS

GENERAL STATEMENT OF DUTIES

Plans, directs and supervises all operations of the Public Works Department, including the Water Utility; Waste Water Utility; Streets; Sanitation and Equipment Maintenance Division; Parks and Cemetery Division; and Engineering Program. Plans and implements all major capital Improvements of the City

SUPERVISION RECEIVED

Works under the supervision of the City Manager

SUPERVISION EXERCISED

Directly supervises six full-time positions (City Engineer, three superintendents, one Cemetery Crew Leader and one assistant), and indirectly supervises 28 other full-time positions, as well as part-time personnel within the Public Works Department.

JOB DUTIES

- Supervise the Public Works Superintendents, City Engineer, and Parks and Cemetery Crew Leader and schedules work activities.
- Prepare budget documents for the Public Works Department, City Engineer's Office, and the Capital Improvements Income Tax Budget.
- Interview and test prospective employees and recommend hiring to the City Manager.
- Respond to complaints about City services and take appropriate actions to resolve them.
- Plan for capital improvement projects; recommend financing techniques; prepare requests for consultant proposals; review engineering designs.
- Supervise the preparation of specifications, development of bid packages and make recommendations for the award of contracts.
- Perform contract administration and inspection including Prevailing Wage and Davis Bacon requirements; and coordinate activities of contractors, suppliers, consultants, subconsultants, subcontractors, and City staff.
- Conduct and review performance evaluations of Public Works employees. Review and approve disciplinary actions for all Public Works employees.
- Assists with union negotiations, administers contract including hearing or grievances.
- Coordinate drug and alcohol testing program for all DOT regulated employees including Public Works and OMLPS.

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- Review and comment on all subdivisions, PRD subdivisions, development plans of Oberlin College and other private, public, utility, and semipublic development schemes proposed within the City limits.

- Issue excavation permits and inspect the resultant work and restoration.

- Recommend major capital equipment purchases; write specifications for same and prepare contract documents; review bids; and make purchase recommendations.

- Plan, control, and supervise the planting and maintenance of trees, shrubs, and grass on municipally owned land including public rights-of-way.

- Coordinate activities and use of the municipal parks and cemetery and provide direction for future expansion and improvement.

- Plan and schedule maintenance and repairs of public works facilities, the City Hall, 69 South Main Street, and two city owned residences.

- Set policies and review methodology for compliance with the Clean Water Act and terms of the City's NPDES Permit for the Waste Water Treatment Plant and Waste Water Collection System.

- Set policies and review methodology for compliance with the Safe Drinking Water Act at the Water Treatment Plant and Water Distribution System.

- Maintain the requirements for the repair and replacement of City water mains, fire hydrants, service lines, and meters.

- Implement requirements for the cleaning and inspection of the City sanitary sewers and

storm sewers.

- Establish standards for the repair and/or reconstruction of City streets, curbs, and sidewalks.
- Establish policies and standards for the collection of solid waste.
- Establish policies for the maintenance of the City vehicle fleet.
- Represent the Public Works Department before City Council, the Public Utilities Commission, the Civil Service Commission, the Planning Commission, and other boards and commissions which affect or are affected by the Public Works Department or as assigned by the City Manager.
- Perform other related duties as assigned.

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MINIMUM QUALIFICATIONS

Education: Bachelor of Science in Public Works, Public Administration, Civil Engineering, or related field.

Experience: Minimum of five years of diverse and responsible supervisory experience in municipal operations. A comprehensive knowledge of public works, engineering, utilities, personnel, finance, and construction.

Knowledge\Skills: Ability to manage a variety of projects of very diverse activities simultaneously. Ability to work well with the public, elected officials, and persons of high rank. Ability to make solid recommendations on matters of a very technical nature. Skill at presenting the City's position on an issue to a very diverse public.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Driver's License and proof of insurability.

Paygrade:15

Service Rating: Unclassified

.L.S.A. Rating:

Classification: N/A