PUBLIC WORKS DIRECTOR

Department:	**Public Works**	Class Code:	**1410**
Reports To:	**Mayor**	FLSA Status:	**Exempt**

GENERAL PURPOSE: Under limited supervision, manages the Colstrip Public Works Department (PWD), including planning, maintenance, and construction management for the city's infrastructure; oversees operations of the Water and Wastewater Treatment Plants, and manages street maintenance and solid waste functions.

PRIMARY DUTIES AND RESPONSIBILITIES- Essential Job Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the Colstrip Public Works Department (PWD) through effective planning, staff management, resource allocation, and sound fiscal practices; manages staff and activities to achieve the PWD goal of providing effective public services to the residents of the City.
- Directs the activities of the PWD staff; develops plans and work schedules, and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues; reviews staff work as needed to assure compliance to PWD policies and standards.
- Develops PWD budget, and manages expenditures and special project budgets.
- Plans maintenance and repair activities, schedules special projects and staff duties, and purchases supplies and materials.
- Oversees Water and Wastewater Treatment Plants' operations; works independently, and makes appropriate decisions based on work experience and authority; supervises the operation and maintenanace of the plants according to Montana Department of Environmental Quality (DEQ) standards; oversees operational adjustments as needed to maintain quality standards.
- Assures that water and wastewater meets DEQ standards.
- Prepares bids and budgets for special projects and coordinates work with contractors.
- Performs duties of all other PWD employees as needed to meet workload and scheduling demands.
- Coordinates the training and cross-training of PWD staff on a variety of technical skills.
- Follows all safety rules and regulations, and utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems, repair needs, security issues and emergency situations.
- Serves as Safety Coordinator for all City departments; recommends proper safety equipment and procedures.
- Supports the relationship between the City of Colstrip and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, resident records and City information; assists in related duties as required in all public works areas.
- Oversees the development or update of the City's Capital Improvement Program
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

Education and Experience:

Prefer graduation from a four-year college or university with a degree in civil engineering, or a closely related field; High School Diploma or GED equivalent; Prefer five years of experience in water and wastewater (W/WW) plant operations; or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Must possess a valid Montana Commercial Driver's License.
- Must possess or be able to attain within one (1) year and maintain in good standing a Water Distribution Class 2A Operator Certificate, Water Treatment Class 1B Operator Certificate and Wastewater Treatment Class 2C Operator Certificate from the Montana Department of Environmental Quality; and Pesticide Certifications from the Montana Department of Agriculture by the second year.
- Registration as a Professional Engineer is ideal.
- Additional technical certifications may be required.

Required Knowledge of:

- Preferred knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Must progress in thorough knowledge of applicable City policies, laws and regulations affecting Department activities.
- State laws and statutes governing water and wastewater operations, environmental protection, and public utilities, including Montana Code Annotated Titles 69, 75 and 85.
- Principles and practices of managing municipal infrastructure development and maintenance.
- Principles of design, construction, and maintenance of public works projects.
- Federal and State codes and regulations governing civil engineering and public works projects,
- Methods, practices, standards and specifications for compliance to water and wastewater regulations.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, records management and employee supervision.
- Facility, vehicle and equipment maintenance procedures and practices.
- Safe work practices, occupational hazards and safety precautions in municipal operations.
- Federal and state safety rules and regulations.

Required Skill in:

- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing operational and technical issues, evaluating alternatives, and developing and presenting recommendations based on findings.
- Analyzing and developing solutions for Public Works Department operational issues.
- Developing and implementing procedures for cost effective management of allocated resources.
- Interpreting and applying technical standards and Federal and state rules and regulations.
- Interpreting technical manuals, schematics, blueprints and equipment specifications.
- Interpreting technical instructions and analyzing complex variables.
- Performing experienced water and wastewater plant maintenance activities.
- Performing experienced street repair and maintenance activities.
- Performing general math calculations, and records management tasks.
- Communicating effectively verbally and in writing.

Physical Demands / Work Environment:

- Work is performed outdoors in all weather conditions and in City facilities; required to perform moderate physical work, and lift and carry up to 50 pounds; may be exposed to safety hazards, hazardous chemicals, infectious disease, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment; requires vision capacity to perform fine calibrations.