

Responsibility for: The direction of Public Works; the supervision of a budget (including carryover) of 18 million dollars; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how; great responsibility for the supervision of all Public Works division directors and other staff members.

Communication Skills: Ability to communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well developed sense of strategy and timing; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people.

Tool, Machine, Equipment Operation: Regular use of office equipment, including a computer, printer, telephone, copy machine, calculator, and cell phone. Regular use of a City or personal vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; coordinate and direct a variety of major construction and maintenance programs related to public works projects; prioritize tasks; establish effective working relationships with employees and the public; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job employee typically handles office equipment, objects, or controls. Employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 20 pounds.

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Occasional field work and exposure to traffic and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____