

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
JOB DESCRIPTION

Department: Public Works

Reports To: City Manager

Overview: Plans, organizes, and directs the activities of the Public Works Department.

ESSENTIAL DUTIES

- Plans and directs the activities of the Engineering Division.
- Plans and directs the construction, operation and maintenance for all streets and roadways.
- Plans and directs the construction, operation and maintenance of the water distribution system and the wastewater collection system.
- Proposes and implements capital improvement projects.
- Ensures compliance with all state, federal and local regulations, laws, and rules.
- Reviews, advises, and approves private development projects.
- Develops, administers, and monitors contracts with consultants.
- Advises and consults on the capital improvement project program.
- Provides technical assistance to other city departments.
- Reviews solid waste contracts for compliance.
- Develops and administers the departmental budget.
- Develops and proposes policies and procedures.

ESSENTIAL DUTIES (continued)

- Addresses public and professional inquiries and resolves conflicts.
- Inspects completed contractual work.
- Other duties as assigned.

NEW PAY GRADE: Executive
FLSA DESIGNATION: Exempt-Executive

CLASS SPECIFICATION

Education & Directly Applicable Experience

A Bachelor's Degree and over ten years directly related professional and supervisory experience or

A Master's Degree and over five years directly related professional and supervisory experience or

any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must be a Registered Professional Engineer (PE) in Virginia or must obtain a PE certification within a reasonable period of time after initial employment.

Supervisory Controls

The position generally directs the operations of a department. The work is performed under broad direction; the City Manger provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Supervision Given

This position supervises the following positions:

Assistant Director of Public Works – Engineering; Public Works Superintendent; Automotive Maintenance Superintendent; Administrative Assistant;.

Guidelines

Administrative policies and precedents are applicable but are stated in general terms; guidelines for performing the work are scarce, of limited use, or may change rapidly. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or propose new policies.

Complexity

The work consists of broad functions and processes. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions relate to largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems.

The work requires continuing efforts to establish concepts or programs, or to resolve major organizational problems.

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Scope and Effect

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

Personal Contacts

The majority of personal contacts are with high-ranking officials outside of the organization.

Purpose of Contacts

The purpose is to justify, defend, negotiate or settle matters involving significant or controversial hearings, trials, meetings, or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.