

South Jordan City

Job Description

Title: Director of Public Works
Org: 100500
Pay Grade: 29

Effective Date: 10/15/2020
FLSA: Exempt/Executive
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Public Works Department in accordance with the City Manager’s direction and Service Values. Perform professional administrative duties; plan, organize, coordinate, and supervise all phases of the public works programs which may include streets, street lights, water, secondary water, storm water, sanitation, fleet, and cemetery.

SUPERVISOR

Assistant City Manager

POSITION(S) SUPERVISED

Associate Director of Public Works

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities, including policy development, program planning, fiscal management, administration and operational direction.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department long-term plans, goals, objectives, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Provides leadership and works with department staff to develop and retain highly competent staff through selection, compensation, training and day-to-day management practices which support city mission and values.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Allocate resources to optimize public works infrastructure asset management plans.

Serve as the Operations Chief in event of the activation of the City’s EOC.

Research, analyze, evaluate and implement new public works maintenance practices, procedures, and technical data to ensure effective and efficient delivery of services.

Receive and handle citizen complaints; process contractor complaints; provide information, explanation or resolution to problems.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Oversee department purchasing procedures and processes for equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices and technology in assigned area of responsibility, and implement or update new practices and technology to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Serve as member of internal and external committees and boards as assigned.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree in business finance, public administration, engineering or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

MPA, MBA, or other Master's Degree preferred

Successfully complete all required Homeland Security courses including NIMS and ICS training

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Knowledge of operational characteristics, services, and activities of public works programs; organizational and managerial practices as applied to the analysis and evaluation of public works programs, policies, and operational needs; modern and complex principles and practices of program development and administration; advanced principles and practices of strategic planning, budgeting, safety, Homeland Security, and administration.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.
Ability to read and interpret engineering drawings and specifications; perform project management; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal/Exempt	EEO-4 Class:	Official/Admin.
Location:	Public Works Admin	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	2025