

CITY OF LONDON

PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including street maintenance and construction, central maintenance, engineering, traffic engineering, building maintenance, solid waste services; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor's office.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Mayor.

Exercises direct supervision over professional, management, technical, clerical and maintenance staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:

Essential duties and responsibilities

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, engineering, traffic control, building maintenance, and solid waste services; recommend and administer policies and procedures.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Serve as one of the City's resource for technical engineering expertise.

8. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
11. Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
12. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
13. Represent the Public Works Department to the general public, coordinate / facilitate Public Works activities with public service needs.

Other important duties and responsibilities

1. Provide staff assistance to the Mayor; prepare and present staff reports and other necessary correspondence.
2. Provide staff support to assigned boards.
3. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works program.

Management skills to analyze programs, policies and operational needs.

Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.

Principles and procedures of facility maintenance.

Principles and practices of program management, development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluations.

Current Human Relation and employee labor law issues.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower-level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Public Works Department.

Determine the feasibility of various municipal projects.

Coordinate design, construction, inspection, and maintenance activities for a variety of projects.

Identify and respond to community issues, concerns and needs.

Develop and administer goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

Maintain effective audio-visual discrimination and perception needed for:

making observations

reading and writing

operating assigned equipment

communicating with others.

Maintain mental capacity which permits:

making sound decisions and using good judgement

demonstrating intellectual capabilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Training:

Experience in public works management, construction or a related field, including experience in administrative and supervisory responsibility.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; may work in inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

APPLICATION FORM

Mayor's Office

501 S. Main Street • London, Kentucky
606-864-6995

Date: _____

Position Applied For: _____ Name: _____

Address: _____

Phone Number: _____ Social Security Number: _____

GENERAL INFORMATION

LEGAL:

1) Do you have a valid Kentucky Driver's License: YES _____ NO _____

If no, could you acquire one in a short period of time: YES _____ NO _____

2) Have you ever been arrested for other than a minor traffic violation: YES _____ NO _____

If yes, explain arrest and disposition: _____

3) Are you a citizen of the United States: YES _____ NO _____

Are you a resident of Laurel County: YES _____ NO _____

MILITARY:

1) Have you ever served in the Armed Forces of the United States: YES _____ NO _____

IF yes, Branch _____ Final Rank _____

Years of Service: From _____ To _____

Special Training or Awards Received: _____

Do you have a remaining commitment: YES _____ NO _____

EDUCATION:

Grade School Name: _____ Location: _____

Years Attended From: _____ To: _____ Years Completed: _____

High School Name: _____ Location: _____

Dates Attended: From _____ To _____ Diploma YES _____ NO _____

COLLEGE: Name: _____ Location: _____

Dates Attended: From _____ To _____ Graduate YES _____ NO _____

Credits Earned: _____ Degree: _____

Other: (Graduate or Vocational) Name: _____

Location: _____ Training: _____

Did you graduate: YES _____ NO _____ Degree: _____

Any other special training or education: _____

List of Skill Licenses Held: _____

EMPLOYMENT HISTORY: (Beginning with your most recent position.)

Employer: _____ Location: _____

Position: _____ Salary: _____

Immediate Supervisor: _____ Dates From _____ To _____

Specific Function or Duties _____

EMPLOYMENT HISTORY (continued from page 1)

Employer: _____ **Location:** _____
Position: _____ **Salary:** _____
Immediate Supervisor: _____ **Dates From** _____ **To** _____
Specific Function or Duties: _____

Employer: _____ **Location:** _____
Position: _____ **Salary:** _____
Immediate Supervisor: _____ **Dates From** _____ **To** _____
Specific Function or Duties: _____

If presently employed, do you have any objections to us contacting your employer?

YES _____ **NO** _____ **Comment:** _____

REFERENCES: (Other than relative or city employees)

	Name	Address	Phone Number
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

(OR MORE)

OTHER INFORMATION EITHER RELATING TO OR UNRELATED TO PREVIOUS QUESTIONS:

CERTIFICATION: I hereby certify that the above information is true to the best of my knowledge. I further understand that any purposeful falsification or misrepresentation is sufficient reason for disqualification.

Signature _____ **Date** _____

(OPTIONAL)

EQUAL EMPLOYMENT OPPORTUNITY

The following sections are asked for statistical purposes only. Information provided will not be used in the selection process.

Name _____ **Position Applied For** _____ **DATE** _____
Age _____ **Date of Birth** _____ **Marital Status** _____ **Sex:** _____
Race: (Caucasian, Black, Spanish Sur-named, Oriental, or American Indian) _____
Physical Disability: _____