

POSITION TITLE: DIRECTOR, PUBLIC WORKS

DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

City Engineer
Public Works Superintendent
Administrative Secretary

DIRECT: 3 **INDIRECT:** 31

POSITION FUNCTION

This position is responsible for all projects involving Street/Sidewalk repair, operation of the City's Refuse/Recycling program, and Buildings/Grounds maintenance.

JOB RESPONSIBILITIES

- Provides plans for all Water, Sewer and Street/Sidewalk projects
- Oversees the operation of the Public Works department
- Oversees the operation of the Engineering department
- Ensures bills are promptly paid
- Works with others in economic development
- Assists with all special events within the City
- Reports to City Council on a regular basis
- Provides public speaking to service organizations and citizen groups
- Develops/Monitors the Department budget
- Responds to citizen complaints
- Meets with committees
- Attends conferences and training sessions
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, reach with hands and arms, and lift up to 25 pounds

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Knowledge of infrastructure construction Ability to use Department communications equipment Ability to use spreadsheet, database, word processing and selected job-specific software Must maintain a valid Ohio Driver's License and have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to adequate allocate resources to meet objectives Ability to handle multiple priorities and projects <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions Ability to interpret professional periodicals and journals, technical procedures, complicated policies, procedures, protocols, and government regulations Ability to perform standard business arithmetic, including percentages and decimals Ability to draw accurate conclusions from financial and numerical material Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to use appropriate style, format, and tone in informal and formal business communications Ability to prepare complex reports, position papers, analyses, policies and/or budgets <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to monitor progress and exercise control Ability to select and evaluate employees Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors and outdoors, frequently around moving objects; most of incumbent's time is spent in contact with City citizens and the general public. Irregular activity schedules are common as are night and weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college degree; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.