

CITY of AZTEC JOB DESCRIPTION

Job Title: Public Works Director
Department: Public Works
Shift: Regular - 40 Hours - 24 hours on-call
Pay Plan: \$80,000 or DOQ
Exempt: Yes
Reports To: City Manager
General Direction From: City Manager
Position Closes: **Open Until Filled**

PURPOSE & NATURE OF JOB

Public Works Director (PWD) performs administrative and supervisory work necessary to manage the Public Works Department which is responsible for operations, maintenance, repairs, and upgrades in the following major areas: Streets and Roads, GIS mapping, Stormwater Management, Potable Water Treatment, Potable Water Distribution, Wastewater Treatment, Wastewater Collection, Irrigation Systems, and the Mechanic Shop. Work is performed under general direction of the City Manager with the PWD determining what, when and how the work is done. The PWD establishes unit or program goals and objectives and requests budget funding for all aspects of Public Works on an annual basis. The PWD represents the City with the NM Department of Transportation (NMDOT), the NM Environment Department (NMED), the NM Office of the State Engineer (NMOSE), state legislators, and community action groups related to Public Works activities.

ESSENTIAL DUTIES

The PWD performs executive level administrative duties to include:
Primary responsibility for the efficient delivery of the Public Works services
Manages departmental operations in compliance with the personnel policy and related administrative regulations.
Directs work in all areas of the Public Works Department
Directs subordinate supervisors and department activities to insure the most efficient and equitable delivery of departmental services.
Maintains responsibility for all departmental performance evaluations, commendations and disciplinary actions.
Assists in the recruitment and hiring processes.
Communicates policy directive of the City Commission and administrative directives of the City Manager to departmental personnel in an accurate and timely manner.
Ensures that departmental personnel cooperate fully with personnel from other city departments on joint projects.
Informs the City Manager of departmental process and activities and of significant contacts with the public.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manages the adopted departmental budget to ensure that the department complies with the City Commissions annual financial plan for the City.
 Maintains responsibility for the annual update of the five-year Capital Improvement Plan that is part of the annual city budget process, Interacts with the public, regulators, consultants and contractors with a high degree of customer service capabilities
 Provides project forecasting and management
 Directs and manages small project (under \$200,000) planning, engineering, and construction inspection
 Assists Project Manager in management of large PW (over \$200,000) projects
 Responsible for budget for all small and large PW projects
 Manages consultants, engineers, and architects.
 Attends many meetings that are essential for the efficient operation of the Public Works Department and the City including semi-monthly Commission Meetings

RESPONSIBILITIES

Supervision: Supervises multiple divisions within the Public Works Department. Determines priorities. Delegates through subordinate supervisors. Hires & Disciplines.

Public Contact: Contacts with regulators, administrators with significant impact on programs, projects or polices.

Budget: Primary responsibility to prepare and administer a budget for multiple divisions.

GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

Must be able to pass a pre-employment physical and drug screen.
 Must have a valid diver's license

Education: High School Diploma or GED
 Bachelors Degree in Engineering, Management, or Business required and

Experience: Requires experienced professional level knowledge, skills, and abilities. High proficiency demonstrated through independent application of principles or theory. Creative work. Minimum of eight years of public works related experience of including sewer, water, transportation, street design/construction, storm drainage and solid waste management. 5 years of supervision experience required. Four years progressive managerial experience in planning, engineering, or a related field.

Computer skills to include outlook, word and excel.

Knowledge:

Must have knowledge of federal and state funding for government projects.
Basic understanding of surveying, reading construction plans, project estimating.
Knowledge of operating a computer is required.
Must have general knowledge of operation and maintenance of construction and maintain of equipment including tractor, backhoe, pick-up, dump truck, street sweeper, front end loader, snowplow, road grader, and other machinery and tools to accomplish duties as assigned.
Must have good communications skills.
Must possess a high degree of customer services capabilities

Certificates/Licenses:

Must possess a valid driver's license
Must get Water Distribution1 Certification within 2 years of hire
Must get NMFA Floodplain Manager Certification within 2 years of hire

Recertification:

As Required

Use of Tools and/or Equipment:

Must have general knowledge of operation of computer, calculator. tractor, backhoe, pick-up, dump truck, street sweeper, front end loader, snowplow, road grader, and other machinery and tools to accomplish duties as assigned. Basic understanding of shooting grades and elevation.

WORK ENVIRONMENT

Physical Demands:

Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, and bending. More than normal visual and hearing acuity for precision work. Moderate manual dexterity required.

Hazards:

Occasional exposure to all manners of chemicals and agents used in the various activities and projects of the department to include but not limited to: gasoline, diesel, various oils and fluids used for machinery maintenance, paints, hot asphalt, cement, asbestos dust, caustic soda, hot mix, cold mix, road base, etc. defoliant - weed spray control. Periodic conditions which involve chance or injury.

Exposures:

May come in to contact with confined spaces, chemicals, sewer gases, icy roads, wet and humid conditions. Will be exposed to hot and cold temperatures, inclement weather, various noise levels, vibrations and heavy vehicle traffic.