



City of Coatesville

Job Description

Part Time PUBLIC WORKS DIRECTOR

Job Specifics

Employer:	City of Coatesville	Dept:	Public Works
Title:	PT Public Works Director	Union Affiliation:	n/a
Reports To:	City Manager	FLSA Classification:	Non Exempt
Salary:	Per Salary Ordinance	Benefits:	n/a
Revision Date:	July 2020	Schedule:	24 hours weekly

Position Background

This is a supervising position responsible for directing, managing, and reviewing the activities and operations of the Public Works Department and employees. This person reports to the City Manager and prepares annual operating and capital fund budgets, is responsible for the maintenance and repairs of all storm sewers and catch basins, inspects all street permits, approves permits for utility companies for street excavation and placement of poles, and is responsible for the maintenance and repairs of all City streets, also plowing, salting, and snow removal on City streets during the winter season. This employee is responsible for weed cutting within the City, maintenance and repairs of all bridges in the City, and checking and signing payroll sheets.

Essential Duties & Responsibilities

- Develop, plan and implement goals and objectives for the Public Works Department; recommend and administer departmental policies and procedures.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and program; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Public Works Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve departmental expenditures.
- Coordinate Public Works Department activities with those of other departments and outside agencies and organizations; provide highly responsible staff assistance to the City Manager and City Council; prepare and present departmental reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints normally addressed via the Public Works Department
- Supervises all construction and paving of streets and estimates cost of street construction in City.
- Checks all storm sewers and creeks in City.
- Prepares annual operating and capital fund budgets.
- Makes monthly reports of work performed for the City Manager and City Council.
- Makes yearly report for Bureau of Highways.
- Checks all maintenance work of City equipment.
- Checks all trench excavations in the City.
- Performs related work as required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university. Preferably in Business Administration, Public Administration, Engineering or related field. Civil engineer degree, background, or experience a plus.
- At least ten (10) years experience in road construction and maintenance on the supervisor-administrative level, public works, engineering or combined experience.
- Considerable knowledge of road building methods and materials.
- General knowledge of financing and budgeting.
- Must have a valid Commercial Driver's License.

Competencies

- Action Oriented & Attention to Detail
- Work Ethic
- Conflict & Change Management
- Customer Focus
- Valuing Diversity
- Teamwork & Collaboration

Knowledge, Skills & Abilities

- Organizational and management practices as applied to the analysis and evaluation of program, policies and operational needs.
- Modern principles and practices of public works program administration.
- Principles and practices of organization, administration and personnel management.
- Pertinent federal, state, and local laws, codes and regulations, particularly those applicable to public works.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Effectively administering a variety of public works activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.
- Ability to operate heavy equipment.
- Ability to plan and direct the work of other.
- Plan, organize, and direct the work of subordinates performing varied operations
- Develop proper training and instructional procedures for the department
- Establish and maintain effective internal and external working relationships
- Prepare and present effectively oral and written informative material relating to the activities of the department
- Ability to work in a fast paced environment and be able to meet deadlines

Physical Requirements

Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Equal Opportunity Employer