

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Public Works Director	DEPARTMENT:	Public Works
REPORTS TO:	City Manager	EXEMPT:	Yes
SALARY RANGE: \$158,338 - \$221,674 / Annual			

SUMMARY

The primary function of this position is to serve as Chief Administrator of the Department of Public Works, including both administration and operations. The Department is comprised of six separate divisions. The Street Maintenance Division, which maintains all areas within the public right-of-way; the Engineering Division which includes all capital improvements, infrastructure improvements, GIS services, and development related review; the Fleet Division, which maintains all City, emergency and Transit vehicles and equipment; the Transit Division which includes the City shuttle service operations and administration, the Facilities Maintenance Division, which maintains all City buildings and the Water Department, which includes operation of two water treatment plants and associated distribution system as well as water rights and both treated and raw water storage facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Project management:** Plans and formulates the activities of the Public Works Department and organizes Department staff according to Department requirements. Assigns project personnel to specific phase or aspect of project. Reviews designs of City projects for compliance with engineering principles, City standards, and related specifications. Coordinates activities concerned with maintenance, scheduling, and resolving engineering design and construction issues.
- **Design review and reporting:** Evaluates and approves design changes and specifications for City projects, and for development projects as requested by Community Planning and Development. Reviews designs of development projects, as requested by Community Planning and Development, for conformance with engineering principles, City standards, and related specifications. Prepares interim and project completion reports for City projects, and provides assistance and input to Community Planning and Development for development project reports as requested.
- **Development:** Works with both City development and private developers and contractors to coordinate property acquisitions by securing O&E reports, title work and surveys. Works with private developer contractors as it relates to and impacts upon City property, infrastructure, and rights of way.
- **Budgeting and cost control:** Oversees and participates in the development and administration of the Water and Public Works Department budgets; forecasts funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary. Manages the City's annual Capital

Improvement Program, including cost estimates, preliminary and final design, bidding, construction, and final acceptance.

- **Staff support and public relations:** Represents the Public Works Department to other City Departments, elected officials and outside agencies; coordinates Public Works Department activities with those of other departments and outside agencies and organizations; represents the City and coordinates with the Community Planning and Development Department regarding City issues. Responds to and resolves difficult and sensitive citizen inquiries and complaints. Provides staff assistance to the City Manager; participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence. Provides leadership during emergencies or disasters; ensures that staff is deployed; inspects slopes, storm drains, streets, and utilities; recommends appropriate actions.
- **Department management:** Selects, trains, motivates and evaluates Public Works Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Assesses and monitors workload, administrative support system, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise employees in the street maintenance, fleet maintenance, water, transit, facilities maintenance, and engineering/administration divisions. Is responsible for overall direction, coordination, and evaluation of these divisions. Also directly supervises one or more non-supervisory employees, including the Department Administrative Assistant, GIS Analyst/Engineering Associate, Senior Civil Engineer and Senior Civil Engineer/Water System Coordinator in the Engineering Division. Also schedules and conducts periodic Department staff meetings as necessary to keep the Department staff informed and up to date on City policies and Department programs and changes.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, and review and approval of Department supervisor's time records and leave requests.

POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A./B.S.) from a four-year college or university in Civil Engineering, Business Administration, or Public Administration, with four years of experience working in a management capacity in a local government.

Certifications:

- Valid Colorado driver's license with a good driving record, CDL encouraged.
- Colorado Registration as a Professional Engineer encouraged
- Water Treatment and Distribution licenses encouraged

COMMUNICATION SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from elected and appointed boards, developers, professional consultants and the general public.

REASONING ABILITY

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to perform cost/benefit analyses and weigh design alternatives.

OTHER SKILLS and ABILITIES

Design, construction and maintenance of streets, sidewalks, bridges, buildings, drainage structures, and water distribution sewer collection and other utilities. Ability to resolve conflicts, and to foster an atmosphere of teamwork, cooperation, and responsibility.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands or arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Sign: _____ Date: _____