



City of Greenfield

PUBLIC WORKS DIRECTOR

Job Title:	Public Works Director
Department:	Public Works
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Exempt
Salary:	\$152,068.80 - \$200,116.80 Annual (DOQ)
Effective Date:	01.2015

DEFINITION:

The fundamental reason this classification exists is to organize, direct, and coordinate the activities of the Support Operations and Field Operations groups of the Public Works Department. The incumbent oversees the procurement, management, and maintenance of the City's fleet of equipment, construction, maintenance, and operation of City-owned facilities and related electrical and mechanical systems. The employee administers departmental service contracts including solid waste collection and Citywide custodial service contracts, and regulation of cable television franchises. The Public Works Director manages all residential solid waste collection and disposal activities including recycling and household hazardous waste programs, and the transfer station operation. The Director is responsible for determining major departmental policies, for planning long-term programs, for resolving difficult administrative problems, and for managing the departmental budget. The position delegates considerable authority for the performance of technical and day-to-day administrative activities to Deputy Directors since the major emphasis is on overall administration and coordination. Broad policies are prescribed by, and general direction is received from the office of the City Manager, who holds the Public Works Director responsible for the effectiveness of departmental programs.

ESSENTIAL FUNCTIONS:

- Confers with and advises division heads on problems relating to the activities of their division;
- Develops general policies, in consultation with division heads, for maximum utilization of available financial resources through appropriate allocations of manpower and equipment services;
- Confers with the office of the City Manager and with appropriate Deputy Public Works Directors and division heads concerning maintenance service, solid waste inspections, recycling and refuse collection and disposal problems;



- Meets with vendors, contractors, and consultants regarding departmental activities;
- Directs the development of information systems which will provide information on the best time to replace equipment to gain maximum use at minimum cost;
- Prepares budget estimates for the department.
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Automotive and construction equipment usage, maintenance, and related equipment.
- Electrical systems.
- Materials, methods, and techniques utilized in construction and maintenance activities of the department.
- Principles and practices of public administration.
- Refuse collection, disposal, and recycling.
- Principles and practices of personnel management and supervision.
- Principles and practices of budget preparation and administration.
- Privatization and contracting methods and techniques.

Ability to:

- Organize, direct, and coordinate the activities of several divisions.
- Develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.



- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.

Additional Requirements:

- Some positions will require the performance of other essential or marginal functions.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of administrative and supervisory experience involving a variety of maintenance management and refuse collection and disposal activities and a bachelor's degree in engineering, supplemented by courses in public or business administration, environmental health or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.