CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Public Works Director** **E-PLAN**
SG:E-DH-B
DEPARTMENT: **Public Works** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides strategic leadership, direction, and oversight to the Public Works department and employees. Develops and implements programs and policies that support the City's goals, enhance organizational effectiveness, foster a positive work environment and contribute to the City's long-term successes and financial sustainability. Work involves significant community engagement and public involvement with elected officials, other policy makers, and residents. Engages and collaborates with local, state, federal agencies and tribal nations. Serves as a member of the City's senior management team, collaborates with the Executive Department, City Council and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently with general guidance from the Mayor to ensure coordination of objectives and priorities of the Mayor and Council. Supervises staff directly, or through assigned managers. Work is performed according to City policies, procedures, municipal code, and various State and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Leadership: Serves as a member of the City's senior Leadership team. Participates in organization-wide strategic planning and coordinates the Public Works Department's activities with other City departments and offices to ensure alignment with the City's critical objectives vision and values. Provides program and project support to other departments to help the City deliver great government.

2. Public Works Management: Plans, organizes, directs, and evaluates the work of the Public Works Department. Oversees departmental programs and services including City infrastructure, enterprise utilities, and transportation systems including: potable water source protection, water rights, supply management, storage, production and distribution; surface and storm water conveyance, habitat restoration and aquatic resources; wastewater collection, treatment and resource recovery; transportation systems including planning, streets, operations, street lighting, parking, and traffic control; radio communications for City departments and other agencies; solid waste programs and environmental remediation; the engineering and project work associated with these systems; major buildings and facilities maintenance and capital; real estate acquisition, property management and commercial leasing; internal services programs for all City departments in the areas of fleet, warehouse and Geographic Information Systems; and municipal fiber network and various other related activities.

3. Strategic Planning: Works with advisory boards, residents, elected officials and other agencies to develop long-range plans for infrastructure development and environmental protection enhancing the public health, livability, and economic wellbeing of the community. Oversees the

preparation and update of short- and long-range strategic plans in all areas of responsibility to ensure harmony with the City's overall plans and strategies and to comply with federal and State mandates. Develops and implements long term future strategies for the department including voter approved levies or bonds.

4. Policy Development: Develops, recommends, implements and oversees the administration of Public Works policies and guidelines. Maintains currency of policy and practice with the organizational needs of the City and with applicable federal and State laws and City Charter.

5. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of department employees. Provides for the training in, promotion of, and accountability for, safe work practices and working conditions for employees. Ensures compliance with labor agreements and Department policies, and State and federal laws and regulations.

6. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of enterprise funds and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, labor, materials, facilities and time.

7. Public Involvement and Communications: Oversees planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups ensuring an inclusive communication strategy. Provides for staff support of the Transportation Commission, the Lake Whatcom Watershed Advisory Board, the Whatcom County Solid Waste Executive and Advisory Committees, and other public works-related resident groups and ad hoc committees coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for City-wide communication programs to disseminate information on Public Works projects and processes.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practice of general business management and of public works administration processes and management across all areas of service
- Public works issues and practices.
- Public Works Department work and operations, facilities, infrastructure, neighborhoods, institutions, and oversight agencies.
- Labor relations, collective bargaining, personnel and performance management.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related City issues and stakeholders, both internal and external, including other governmental legislative and agency processes, players, and issues.
- Applicable federal, State, and local laws and regulations affecting the work of the Department.

Skills in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, other jurisdictions, and the public.
- Highly effective team building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups
- Strong business and fiscal management skills
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with residents and stakeholders, both internal and external.
- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual.
- Develop and maintain effective organizational structure, financial control, and management information systems for the public works function.
- Identify and strategically plan for the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Independently access active construction projects and traverse uneven terrain including a mix of sand, gravel, pebbles, rocks and brush;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Occasionally move between work sites;
    - Occasionally ascend and descend ladders.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various City and community facilities. Field visits to active construction project sites often in inclement weather conditions, with muddy or icy conditions and uneven terrain. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. Requires ability to respond to emergencies at all hours. Work requires frequent exposure to and engagement with media outlets.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public administration, business administration, engineering or related field.
- Seven years progressively responsible municipal management experience including five years in a senior management position in a community of similar size and/or service level.
- Preferred qualifications include:
  - State of Washington Professional Engineer license.
  - Master's degree in public administration, business or related field.
  - A significant record of responsibility for strategic planning, general fiscal management, and capital budget management.
  - Experience in a community with active public involvement
  - Effective work with elected officials, advisory boards, community and environmental groups.
  - Demonstrated creativity and innovation in programs and processes.
  - Proven track record of collaboration and engagement with internal and external customers
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: Tim Douglas
Kathryn Hanowell
5/91

REVIEWED BY: _____
Kim Lund
Mayor

REVISED BY: DM/KH
1/06
ECJ 6/2021
AS 12/24