

City of Alamosa Job Description

Position: Public Works Director

Reports to: City Manager

Supervision Exercise: Public Works Division

FLSA: Exempt

General Statement of Duties:

Work is performed under the executive direction of the City Manager. The public works director serves to direct, plan, manage, and review the activities and operations of the Public Works Division including Engineering, GIS, Building Inspection, Water, Sewer, Sanitation, Streets, Planning and Zoning, and Fleet Maintenance Divisions; to coordinate assigned activities with other City Divisions, departments, and outside agencies; provide staff support to the planning commission and zoning board of adjustment.

NOTE: The essential functions and major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Develops, plans and implements goals and objectives for the Public Works Department; recommend and administer policies and procedures.
2. Directs, oversees, and participates in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; reviews and evaluates work products, methods and procedures.
3. Supervises and participates in the development and administration of the Public Works Department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
4. Coordinates Public Works Department activities with those of other departments and outside agencies and organizations.
5. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; evaluate employee performance; works with employees to correct deficiencies; implements disciplinary procedures; provides timely, accurate and thorough performance reviews for supervised employees.
6. Directs the preparation of agenda items for City Council, Planning Commission and Zoning Board of Adjustment; presents agenda items to the Council as needed. Serves as Alamosa's Historical Preservation Officer.
7. Directs the evaluation, selection, and administration of outside consulting contracts for public works construction contracts; evaluates and prepares recommendations regarding the hiring of consultants and contractors.
8. Provides long range planning for City capital improvement projects. Prepares a five-year capital plan in conjunction with City Manager and Department Heads.
9. Maintains and recommends changes as necessary to the City's zoning and land use plans.
10. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
11. Performs other duties as necessary.

Knowledge of:

1. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
2. Modern principles and practices of public works program administration, and planning and zoning.
3. Principles and practices of organization, administration, and personnel management.
4. Principles and practices of municipal budget preparation and administration.
5. Principles of supervision, training, and performance evaluation.
6. Pertinent federal, state and local laws, codes and regulations, particularly those applicable to public works and zoning/land use.
7. Current social, political, and economic trends and operating problems regarding public works and planning and zoning.
8. Principles and practices of project management.
9. City’s personnel policies and procedures.

Ability to:

1. Effectively communicate, both verbally and in writing.
2. Interact effectively with the public and employees.
3. Plan and direct staff in all aspects of the City’s public works department, manage diverse employee groups, and assure high performance from staff.
4. Provide overall effective and professional leadership and direction for the Public Works Department.

Education/Experience Requirements:

1. Bachelor’s degree in Civil Engineering, Public Administration, Planning, or related field. Master’s Degree is preferred.
2. Five years of progressive public works experience or any equivalent combination of education and experience that provides the necessary skills, knowledge, and the ability to perform the work.

Additional Requirements:

Requires travel to off-site locations for work, meetings, or training. If a city vehicle is used, must be physically capable of operating the vehicle safely, possess a valid Colorado driver’s license or the ability to obtain a CO license within 10 business days, and have an acceptable driving record.

Required Physical Capabilities:

Duration	Not At All	Occasion-ally	1-3 Hours	4-6 Hours	7-8 Hours
Lift/Carry					
0-10 lbs.				X	
11-20 lbs.			X		
21-40 lbs.		X			
41-60 lbs.	X				
Push/Pull					
0-20 lbs.				X	
21-25lbs.		X			

26-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
Bend		X			
Overhead Reach		X			
Twist/Turn		X			
Kneel/Squat		X			
Sit				X	
Stand/Walk			X		
Climb Ladder/Stairs			X		
Rotate activities/positions					X

Print Employee Name

Employee Signature

Date

Supervisor

Date