

CLASS TITLE: Director of Public Works/City Engineer

DEFINITION: Under administrative direction; performs work of unusual difficulty in directing, planning and coordinating the Public Works and Engineering operations; performs related work as assigned.

EXAMPLES OF DUTIES: Supervises the management and operation of the two branches in the Department of Public Works Operations which comprises Public Works and Engineering, including all engineering and public works operations, maintenance and construction; defines and delegates authority and responsibilities to subordinate managers and supervisors; makes decisions or recommendations regarding the expenditure of available resources; coordinates the work of the branches supervised with associated activities, with other departments and where appropriate, with the public; plans, establishes and supervises emergency service systems; develops short and long range plans.

Formulates, initiates, and executes programs, policies and procedures; develops and maintains a comprehensive program for organizational, procedural and administrative planning; determines, prepares and administers budget, personnel and other program requirements; prepares and/or directs the preparation of technical and financial reports; procures grants; reviews and evaluates existing programs; plans and administers a program for the technical and professional development of department staff; represents the Department to the Mayor, Common Council, Boards, Commissions and the public concerning all Public Works and Engineering matters; represents management in labor relations and negotiations; researches new techniques and developments in the field of Public Works and Engineering; represents the City at various meetings, conferences, and hearings when required to do so.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelors Degree in Civil Engineering and ten (10) years of recent, progressively responsible, professional Engineering and/or Public Works work experience with six (6) years of progressively responsible supervisory/managerial and administrative work experience.

Masters Degree in Public Administration, Business Administration or Public Works Administration highly desirable.

Proficient in the use of office computers including Microsoft Office Suite (Windows, PowerPoint, Word, Excel, Outlook and Calendaring).

Licenses and Certifications: Possession of OR eligibility for (within 12 months of appointment) a Professional Engineer's License in the State of Wisconsin. Possession of a valid Wisconsin Driver's License.

Knowledge and Skills: Considerable knowledge of the principles and practices of modern management; considerable knowledge of the principles and practices of civil, structural, hydraulic and flood control engineering related to municipal surveys, plans and public works design; considerable knowledge of field engineering, public works construction and maintenance methods, materials and equipment; solid knowledge of principles and practices of business administration as applied to accounting, budgeting, personnel and management services; knowledge of municipal government structure and organization; knowledge of computerized public works and engineering applications; considerable knowledge of state and local codes and ordinances relative to civil engineering and construction work; ability to present facts and recommendations in clear, concise and logical terms both verbally and in writing; considerable skill in preparing clear, comprehensive technical reports and evaluations.

Considerable skill in providing leadership to a major municipal function; ability to exercise administrative control and supervision over subordinates; ability to plan, organize and coordinate work in situations where numerous diverse demands are involved; ability to analyze broad and complex organization and management problems and make judgments about them; ability to foresee the consequences and effects of major organizational changes; skill in the use of interviewing, observing and reporting techniques for management analysis and improvement purposes; considerable skill in communicating clearly and concisely in oral or written form; ability to deal with key management personnel on controversial problems in such a manner as to inspire respect for and confidence in the final decision; ability to establish and maintain effective work relationships with staff, City officials, public and civil groups, consultants and other governmental agencies.

CITY OF WEST ALLIS

Revised December 2009

Approved \_\_\_\_\_  
Department Head

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Date

Approved \_\_\_\_\_  
Employee

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Date