

TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES

PUBLIC WORKS DIRECTOR

Hourly Pay Rate: \$26.00
Opening Date: 12/30/2020
FSLA: Non Exempt

Opportunity: Open Competitive
Closing Date: 1/14/2021

JOB ELEMENTS

- ✓ Confers with and advises subordinate supervisors and utility departments on problems relating to the design, construction and maintenance of streets, sewers, wastewater operations and other public works structures, the cleaning of streets, traffic control and related activities, fleet maintenance and the maintenance of mechanical equipment and buildings.
- ✓ Designs and reviews plans, technical engineering reports, budget estimates and proposed ordinances and regulations.
- ✓ Coordinates and participates in all town engineering activities.
- ✓ Develops general policies in consultation with appropriate personnel for the expansion, operation and maintenance of the various programs.
- ✓ Confers with the Town Manager on matters concerning major departmental activities, and furnishes technical advice on public works problems.
- ✓ Confers with representatives of Federal, State and county agencies on varied public works problems and engineering activities, and conducts correspondence relevant to activities of the department.
- ✓ Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- ✓ Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- ✓ Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- ✓ Prepares and presents staff reports and other necessary correspondence.
- ✓ Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public work construction, maintenance and wastewater operations.
- ✓ Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- ✓ Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Extensive knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of streets, parks, sewers, wastewater operations, fleet and other public works facilities.
- ✓ Knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works.

- ✓ Thorough knowledge of the materials, methods and techniques utilized in the construction, maintenance and operation of public works projects.
- ✓ Knowledge of the principles and practices of public administration.
- ✓ Knowledge of principles and practices of wastewater systems.
- ✓ Ability to organize, direct and coordinate the activities of a small Public Works Department.
- ✓ Ability to develop long-term plans and programs, and to make decisions on matters of major policy and on complex technical and administrative problems.
- ✓ Ability to establish and maintain satisfactory relationships with other Town officials, employees and the general public.
- ✓ Ability to express ideas on technical subjects clearly and concisely, orally and in writing.
- ✓ Ability to develop and administer departmental goals, objectives and procedures.
- ✓ Skilled in basic carpentry, electrical and plumbing.
- ✓ Experience or training in basic building maintenance.
- ✓ Experience in repair and maintenance in building, street, wastewater and sewer.
- ✓ Must possess a valid Arizona Commercial Driver's License.
- ✓ Due to supervising inmates, position will require satisfactory completion of a personal background investigation by the Department of Corrections.

DESIRABLE EXPERIENCE AND TRAINING

- ✓ Extensive experience in the direction of varied municipal public works programs.

SALARY GRADE
GRADE 15