

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: DIRECTOR OF PUBLIC WORKS

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification direct the City's public works programs and department. Work involves planning and directing all Department programs and activities, developing and monitoring the program budgets, supervising subordinate staff and program supervisors; and evaluating department operations, policies and procedures. Reports to the City Manager. Serves as acting City Manager as assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Establishes an operating plan and department budget for the Public Works Department based on Council policies, identified issues and needs, and available resources.
- Plans department programs, to include solid waste management, leaf removal, street cleaning, traffic control, pavement management, engineering, buildings and grounds maintenance, refuse and litter control, etc. Directs these programs through subordinate supervisors who plan the daily activities and supervise program staff.
- Develops program policies and procedures; routes and operating procedures for emergency operations such as snow removal.
- Approves plans for buildings, grounds and recreational facilities' maintenance, streetscape and urban forest maintenance.
- Serves on a number of boards and committees to represent the City with regard to public works' programs.
- Analyzes the need for and obtains necessary resources for public works programs.
- Reviews the performance of Public Works programs and identifies needed program, policy and/or procedural changes.
- Establishes the pavement condition index rating for City streets and uses index to prioritize pavement management work.
- Administers major contracts for public works related services.
- Schedules, assigns, reviews and evaluates the work of staff.
- Prepares and presents reports to the City Council, Mayor and other government, board and community officials.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the principles, practices, and methodologies of public works administration; and of planning and managing public works programs.

- Thorough knowledge of City, State and Federal ordinances, and regulations related to public works programs.
- Considerable knowledge of City's public works structures and systems, their conditions, related issues and citizen perceptions and needs.
- General knowledge of the principles of supervision and of program planning and administration.
- Some knowledge of the principles and practices of civil engineering.

Physical Requirements:

- Ability to operate a variety of office equipment to include computers, facsimile, and copying machines.

Language Ability & Interpersonal Communications:

- Ability to develop effective working relationships with City, County, State, and federal officials regarding public works plans, programs and activities.
- Ability to read, analyze and interpret regulations, policies, technical documents, and plans for application to Department public works programs.
- Ability to prepare, review and/or present reports, materials and analyses of public works issues, programs, and related information.
- Ability to plan and supervise the work of subordinate staff.

Environmental Adaptability

- Work is typically performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires a bachelor's degree in civil engineering, public administration or a related field; and 6 - 9 years of progressively responsible experience managing public works programs and staff; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.