

## City of Covington Job Posting

### Public Works Director

Date: May 13, 2024

Department: Public Works/Utilities

Grade Number: GR 13

FLSA Status: Exempt

#### **GENERAL PURPOSE**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and managing the Public Works/Utilities Department, including environmental, water, sewer, street, sanitation, traffic control, and other public works projects and programs.

**SUPERVISION RECEIVED:** Works under the broad policy guidance and direction of the Board of Mayor and Aldermen.

**SUPERVISION EXERCISED:** Exercises supervision over clerical, administrative, technical, maintenance and professional Public Works staff as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises division managers and department support staff, either directly or through subordinates
- Determines work procedures, prepares work schedules, and expedites work-flow
- Issues written and oral instructions
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations
- Maintains harmony among workers and resolves grievances
- Prepares composite reports from individual reports of subordinates
- Responds to public or other inquiries or complaints relative to department policies and procedures or special projects; Evaluates issues and options regarding municipal public works and makes recommendations
- Prepares and documents budget requests; administers adopted budget in assigned area of responsibility
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department

- Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including transportation, natural gas, street, water, sewer, drainage, sanitation, and vehicle maintenance; Coordinates reviews of and updates to aforementioned areas
- Assists Codes Department in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans
- Oversees the development or update of the Natural Gas Plan, Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure; Oversees adherence and compliance to all Federal and State rules and regulations relating to Gas, Water, and Sewer
- Works with Codes Department to determine applicable codes, regulations, and requirements for assigned projects
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts
- Oversees project management for the construction of the municipal public works projects
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project
- Oversees City sanitation contract and TDOT maintenance contract
- Ensures the ongoing maintenance of existing City infrastructure
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services and special projects
- Monitors inter-governmental actions affecting public works

#### **PERIPHERAL DUTIES**

Assists in the training of city personnel in public works systems and techniques.

#### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a four-year college or university with a degree in civil engineering, public administration or a closely related field; **AND**
- B. Minimum of six years previous public works experience including at least six years utilities; **OR**

- C. combination of equivalent experience and certifications in lieu of specified education.

**Necessary Knowledge, Skills and Abilities:**

- A. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Complete knowledge of financial principles, budget preparation and execution, capital improvement planning, general ledgers and spreadsheets, and enterprise fund administration;
- B. Skill in operating the listed tools and equipment.
- C. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

**SPECIAL REQUIREMENTS**

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

**TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office Suite word processing, spreadsheet, and data base programs; various motor vehicles; phone; two-way radio; fax and copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Final selection; medical evaluation, drug screen, and background check required prior to employment.

The duties listed above 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 if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **COMPENSATION AND BENEFITS**

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on various factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is: **\$63,710 – \$89,211 annually.**

Benefits include state-provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement System, 401(K) employee funded account, State of Tennessee Employee Assistance Program, tuition reimbursement, and paid personal and sick leave through service accrual.

### **EEOC Statement**

*The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.*