

# City of Fulton Job Description

**Title:**

Public Works Director

**Job Purpose:**

Under general administrative direction, serve as the principal administrative officer for the Public Works Department; to plan, direct, review, and manage department activities and operations focused on providing a wide range of public services activities; and to perform other duties as required. The position has overall responsibility for managing a wide range of public service activities including streets, parks, cemeteries, facilities, and fleet maintenance; permit issuances; potable water system; wastewater system and natural gas system. Capital Improvement Project Programs; inspections; citizen complaints and various emergency management functions. The Public Works Director is accountable for achieving programmatic goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner.

**Classification:**

Overtime Exempt (Salary)

**Compensation:**

See Salary and Compensation Plan for Non-Elected Offices & Employees of the City

**Reports to:**

City Manager and City Commission

**Supervisory Responsibilities:**

All public works staff and external contractors performing tasks for public works department.

**Required Education, Experience & Certifications:**

1. High School Diploma or General Education Development (GED) certificate.
2. Five years demonstrated management or high-level administrative experience.
3. Must possess a valid vehicle operator's license and maintain a valid vehicle operator's license.

**Preferred Education, Experience & Certifications:**

1. Bachelor's degree in Public Administration, Business Administration, Liberal Arts, or Law to a Master of Business Administration (MBA).
2. A project management professional certification.
3. Progressively responsible experience in public works related activities
4. Background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
5. Commercial Driver's License (not required)
6. KY Division of Water Class II or higher Wastewater Treatment Operator Certification
7. KY Division of Water Class II or higher Water Collection Operator Certification
8. KY Division of Water Class III-B or higher Water Treatment Operator Certification
9. KY Division of Water Class II or higher Water Distribution System Operator Certification
10. Operator Qualifications for Natural Gas Distribution (Making Taps, Installing Lines, Welding Pipe, Valve Operation, Meter Installation & leak detection)

**NOTE:** Any combination of demonstrated experience and training that would likely provide the required knowledge and abilities will be considered. The Kentucky Division of Water and Natural Gas certifications shall be earned within three years of accepting this position or demonstrated progress towards obtaining them shown.

**Essential Functions:**

1. Assume full management responsibility for all Public Works Department services and activities, including engineering and maintenance operations; recommend and administer policies and procedures.
2. Manage the development and implementation of the Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

## City of Fulton Job Description

3. Represent the Public Works Department to other City departments, elected officials, and outside agencies; explain, and justify Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues/complaints.
4. Train, motivate, and evaluate Public Works Department staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination measures according to City policy.
5. Administer the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve purchase orders per City policy; direct the preparation and request budgetary adjustments as necessary.
6. Oversee the City's maintenance programs including park, building, street, and general maintenance contracts; plan and schedule maintenance activities for assignment to appropriate public works staff and contractors; evaluate effectiveness of contract maintenance activities.
7. Plan, direct, and coordinate the Public Works Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
8. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes
9. Determine scope of potential engineering projects; prepare requests for proposals and contracts for contracting service; review proposals and agreements for consultant services; oversee and supervise the development of project plans; review and recommend specifications, plans and estimates.
10. Administer City's solid waste collection contract, monitor compliance with goals.
11. Administer and recommend capital improvement program for the City's public works infrastructure.
12. Keeps records and prepares reports including personnel reports.
13. Perform related duties as assigned.

### **Non-essential Functions:**

### **Knowledge, Skills and Abilities:**

1. Knowledge of planning, coordination, and execution of business functions, resource allocation, and public services delivery.
2. Knowledge and ability to perform computations such as addition, subtraction, multiplication, and division correctly.
3. When performing work is thorough and conscientious about attending to detail.
4. Ability to identify and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts, and disagreements in a positive and constructive manner to minimize negative impact.
5. Ability to grasp the essence of new information; master new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge. Able to adjust rapidly to new situations warranting attention and resolution.
6. Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
7. Works with citizens and customers (*that is, any individuals who use or receive the services or products that your department produces, including the public, individuals who work in the City, other agencies, or organizations outside the City*) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; is committed to providing quality products and services.
8. Ability to exercise good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.
9. Ability to maintain high standards of ethical conduct and understands the impact of violating these standards on the City, self, and others; chooses an ethical course of action; is trustworthy.
10. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

# City of Fulton Job Description

11. Ability to be sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.
12. Knowledge of computer desktops, laptops, and operating systems and their applications.
13. Knowledge the Public Works Department's mission and functions, and how its social, political, and technological systems work and operates effectively within the department.
14. Knowledge of functions, principles, practices, and techniques of public planning, including those related to community planning, outdoor recreation planning, and resource management, such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.
15. Ability to understand and interpret written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
16. Demonstrates belief in own abilities and ideas; is self-motivated and results oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.
17. Ability to create and sustain a departmental culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service.
18. Uses efficient and cost-effective approaches to integrate technology into the workplace and improve effectiveness.

## **Mental, Physical & Environmental Demands:**

The following is a summarized description of the major **mental demands** involved in performing this job: Work is from steady to peak loads. Frequently uses reasoning and logic to make sound decisions. Frequently communicates effectively both orally and in writing. Frequently remains poised under all circumstances and interacts effectively with people in a positive manner. Frequently addresses multiple complex problems. Frequently needs to multitask without loss of efficiency or accuracy. Frequently performs work with distractions and/or interruptions. Frequently works as an integral part of a team. Shall maintain regular attendance and be punctual. Frequently is required to complete assigned tasks without direct supervision. Frequently must exercise flexibility to decision making. Shall maintain socially appropriate behavior. Must continually be aware of hazards and take appropriate precautions. Occasionally deal with people under adverse circumstances and tolerate verbal abuse from others. (especially the public)

The following is a description of the major **physical demands** involved in performing this job: Frequently maintain balance to prevent falling while walking, standing or crouching. Frequently work primarily with fingers and whole hand. Occasionally bend legs at knees to come to a rest on knee or knees. Occasionally raise objects weighing 10 pounds or less from a lower to a higher position or moving objects horizontally from position-to position. Frequently needs near visual acuity sufficient to effectively operate office equipment including copier, computer, etc. Frequently needs distant visual acuity sufficient to operate a motorized passenger vehicle. Frequently needs to hear sufficiently to hold a conversation with other individuals both in person and over a telephone. Frequently needs speaking ability sufficient to communicate effectively with other individuals in person and over a telephone. Frequently alternates between sitting and standing with the flexibility to choose between sitting or standing. Frequently bends body downward and forward by bending spine at the waist, requires full motion of the lower extremities and back muscles. Frequently moves about on foot to accomplish tasks, particularly for short distances or moving from one work site to another. Frequently enters text or data into a computer or other machine by means of a traditional keyboard or 10-key numeric keypad.

The following is a description of the major **environmental demands** involved in performing this job: Location of work occurs frequently in a climate-controlled workplace that is air-conditioned in the summer and heated in the winter. Occasionally work may be done outdoors and you may be exposed to all sorts of weather conditions including rain, sun, sleet, and snow. Location of work frequently occurs in an environment with moderate noise levels (e.g., phones, faxes, photocopiers). Occasionally work occurs in an environment with a loud noise level (e.g., drills, saws, sanders) or other machines (e.g., generators, heavy machinery). Occasionally you might you have to shout to co-workers over the noise or wear ear plugs. Frequently this job will be performed in an area that has florescent lighting. Occasionally your job may require that you work in low or dim lighting conditions. This job is frequently sedentary to occasionally moderate physical activity. Occasionally the job requires combination of

# City of Fulton Job Description

sitting, walking, and standing. Occasionally the work is performed in an environment where you should expect that you might get sweaty, messy, wet, and/or dirty. Occasionally the work environment may have an irritating odor. The job will frequently require you to wear business-casual clothing, occasionally wear formal business clothing and personal protective equipment. Frequently the work environments are structured and predictable.

## **Position Type, Work Hours & Call Back:**

1. Full Time
2. The hours of work will vary slightly but normally fall between 7am and 4pm.
3. This job is subject to immediate call back. (20 Minutes)

## **Travel Requirements:**

1. Travel is expected to be less than 10 percent for travel and out of area training.

## **Disclaimers:**

1. The functions listed above are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the job if the work is similar, related or logical assignment.
2. This position is at-will, and nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration.
3. The city is an equal opportunity employer. It is the city's policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. To request an accommodation, contact the City Clerk.
5. This job description is subject to change by the employer as the need of the employer and requirements of the job change.

## **Acknowledgement:**

1. I have read and understand the job description above.
2. I understand that, with proper training and supervision, I will be required to perform all the essential functions of the job unassisted and without delay.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date