



JOB DESCRIPTION

TITLE: Public Works Director/City Engineer
DEPARTMENT: Public Works
GRADE: 23
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 1/25/2021

POSITION SUMMARY

This is an appointed position that is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). The Director of Public Works/City Engineer is responsible for planning, directing, and budgeting the City's streets, sewer, storm water, culinary water, parks, recreation, facilities, solid waste and fleet functions. The Director of Public Works/City Engineer is also responsible for transportation and traffic engineering, engineering review of development related infrastructure, directing hillside geotechnical and plat reviews. This position is also responsible for providing technical engineering assistance and services to other municipal departments. The efforts of the Director of Public Works/City Engineer are directed toward insuring that Capital Improvement Projects are planned, designed, and contracted in a technically competent and economical manner and that street, sewer, storm drainage, culinary water, parks, and fleet maintenance and contractual activities meet established service, performance and cost standards. This position receives direction from the City Manager and exercises direct supervision over the management, supervisory, professional, technical and clerical staff of the Public Works Department and its divisions.

ESSENTIAL FUNCTIONS:

- Supervises, plans, coordinates and directs the work of the Public Works and Engineering Departments and its divisions. Makes staffing decisions within the department including hiring, training, performance, and scheduling of work load.
- Is responsible for the preparation and updating of infrastructure master plans including transportation, culinary water, storm drainage and flood control, parks, and other master plans as assigned.
- Is responsible for preparation and execution of citywide capital improvement program.
- Assists in the preparation and updating of City fees related to development, such as undergrounding fees, land disturbance permit fees, engineering review fees, impact fees and other related development fees.
- Oversees and is responsible for the preparation of the departmental budget, establishes departmental policies and procedures, approves departmental purchases and expenditures.
- Coordinates the planning and engineering of interdepartmental Capital Improvement Projects.



JOB DESCRIPTION

- Insures that Capital Improvement Projects are planned, designed, and constructed in a technically competent, safe, and economical manner and meets the City's quality, time and cost standards.
- Assumes a leadership role in developing project planning, scheduling and control techniques involving personnel across departmental lines.
- Makes presentations to the City Council.
- Provide leadership, direction, and decision making for the review of development projects within the City.
- Informs City Manager, Mayor and City Council on the status of departmental areas of responsibility by preparing reports and making presentations at public hearings.
- Attends City Council meetings and other meetings as assigned.
- Confers with other governmental agencies, departments, public officials, residents, and community organizations regarding Public Works issues and to achieve objectives of the department and the City.
- Develops and implements an annual Capital Improvements Program for the City.
- Keeps the City Manager informed of departmental performance and issues vital to the City and the department.
- Provides leadership to all management personnel in the department.
- Responsible for the supervision, training, and evaluation of all Public Works Department Personnel.
- Performs related duties and responsibilities as required.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS:

B.S. degree in civil engineering. Preferably an advanced degree in public or business administration. Licensed as a civil engineer in Utah (PE). A valid driver's license in the State of Utah. At least 8 years of experience in a management capacity. At least 2 years of experience in a management capacity within a municipal environment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Highly skilled in multi-project planning, scheduling and control.
2. Demonstrated ability to handle complex human and political problems.
3. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
4. Ability to develop, maintain, and manage a team of professionals to achieve goals and objectives
5. Ability to use analytical, systematic problem solving methods to make sound judgments and decisions in a manner consistent with the essential job functions.



JOB DESCRIPTION

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Various levels of mental application required, i.e., memory for details, discriminating thinking, creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including long hours, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.