

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 2, 2010 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTIONS NEW AND UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

A position description for the Public Works Director has been updated and a new position description for the City Engineer/Assistant Public Works Director has been created. Both are attached for your review.

FISCAL IMPACT

The FY10 Public Works budget contains funding for the City Engineer/Assistant Public Works Director position.

RECOMMENDATION

Approval.

BACKGROUND

The new position of City Engineer/Assistant Public Works Director was included in the budget this year with an anticipated spring hire date. A position description needed to be created for this job, which also gave us an opportunity to review and update the position description for the Public Works Director, which had not been done for several years.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: City Engineer/Assistant Public Works Director

POSITION REPORTS To: Public Works Director

POSITION SUPERVISES: Supervisors and Support Staff of the Department

DESCRIPTION:

Under the general direction of the Public Works Director, plans, directs and coordinates engineering activities relating to City public works improvement projects and private land development projects. Performs administrative work providing management assistance to the Public Works Director; acts for and represents the Director in his/her absence.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Plans, assigns and directs the design and construction of municipal engineering projects.
2. Assists in overall management, administration and supervision of Public Works divisions and Public Works functions.
3. Directs and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and City standards and policies.
4. Meets with members of the public, public and private engineers, architects, contractors and owners to explain and discuss operations and projects.
5. Plans and develops future infrastructure for community needs.
6. Reviews and recommends approval of engineering plans and specifications.
7. Assists in the preparation and administration of the annual departmental budget.
8. Assists in the preparation and maintenance of departmental policies and procedures; provides direction to division supervisors regarding programmatic, operational and technical problems and to determine corrective solutions.
9. Participates in the recruitment, selection, supervision, promotion, discipline, training and review of all public works staff.
10. Assists in the development of accurate specifications for the implementation of City capital projects and the purchase of capital equipment.
11. Assists in the preparation of reports, correspondence and other written documentation, including reports required by the City, State or other entities.
12. Responds to citizen and City staff inquiries and concerns.
13. Acts on the Public Works Director's behalf by assignment or delegation in Director's absence.
14. Maintains awareness of modern public works and engineering methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
15. Attends and participates in City Council meetings, Planning Commission meetings, work sessions and a variety of other meetings as needed or directed.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

16. Makes public presentations to community groups, professional organizations and other City departments.
17. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 50 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. B.S. in Civil Engineering or a closely related field combined with five (5) years of increasingly responsible experience in civil engineering is required.
2. Registration as a Professional Engineer in the State of Nebraska required.
3. Must possess or be able to obtain a valid Nebraska driver's license. Prefer a valid Nebraska class "B" commercial driver's license.
4. A minimum of five years progressively responsible public works experience, including at least three years in an administrative level position.
5. Must possess or be able to acquire a valid Nebraska Street Superintendent Certificate.
6. Must possess or be able to acquire a valid State of Nebraska Responsible Charge Certification.
7. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern civil engineering as applied to the field of public works, design and construction operations.
2. Ability to assist with planning, organizing, supervision and administering the functions of the Public Works Department.
3. Knowledge of and ability to interpret and apply Federal, State and local codes, ordinances, statutes, rules, regulations, policies and procedures.
4. Ability to apply engineering principles and techniques to the solution of complex civil engineering problems including land and municipal infrastructure development.
5. In the absence of the Public Works Director, ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
6. Ability to efficiently perform and supervise multiple administrative assignments of overall Department scope.

7. Ability to interact frequently with the Community Development Department concerning development activities and long range planning.
8. Ability to handle confidential information in a sensitive manner.
9. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.
10. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
11. Ability to work independently, as part of a team and with the public.
12. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
13. Computer skills and ability to use MS Office Professional programs and computer engineering applications.
14. Ability to work a varying schedule including, evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
15. Ability to establish and maintain effective working relations with fellow public works personnel; exercise good judgment, tact and diplomacy in dealing with City officials, department personnel, volunteers, patrons, outside agencies and members of the public.
16. Ability to maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Public Works Director

POSITION REPORTS To: City Administrator

POSITION SUPERVISES: City Engineer/Assistant Public Works Director, Street Superintendent, Park Superintendent, Sewer Foreman and Clerical Support Staff

DESCRIPTION:

Under the general direction of the City Administrator, manages, plans, directs and oversees the operations and activities of the City of La Vista Public Works Department including Street Maintenance and Construction, Park Maintenance and Construction and Storm Sewer Maintenance and Construction.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Oversees enforcement of those provisions of the La Vista Municipal Code, ordinances, regulations, State and Federal laws pertaining to the construction, operation and maintenance of the City's infrastructure system.
2. In coordination with the Human Resources Department, oversees recruitment, selection, supervision, promotion, discipline, training and review for all Public Works personnel.
3. Exercises direct supervision over division superintendents and foremen and, through subordinate supervisors, all other Public Works personnel.
4. Develops and directs Public Works Department policy, procedure, rules, regulations, general orders, programs, systems, operations, goals and objectives.
5. Oversees the coordination and standardization of training and instruction for Public Works personnel that meets Federal, State and local requirements.
6. Evaluates options regarding public works services and makes recommendations to the City Administrator.
7. Keeps the City Administrator informed of public works operations to ensure a good understanding of programs and to improve the effective functioning of the Department.
8. Directs the development and implementation of strategic and long range plans for the Public Works Department consistent with the City's long range plans.
9. Responsible for appropriate record maintenance as required by City, State or Federal regulations.
10. Represents the City and the department as the primary authority regarding public works services and participates in intergovernmental activities including the coordination of appropriate interlocal agreements, serving as a liaison with other local, state and national organizations as required
11. Responsible for submitting the proposed departmental budget to the City Administrator; monitors actual expenses to ensure compliance with adopted budgetary authority.
12. Develops accurate specifications for the implementation of Public Works Department capital projects and the purchase of capital equipment.
13. Prepares reports, correspondence and other written documentation, including reports required by the City, state or other entities.
14. Coordinates plan review and building code regulation activities with the Community Development Department.
15. Assists in preparation of grant applications and implementation of awarded grants.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

16. Maintains awareness of modern public works methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
17. Attends and participates in department head meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
18. Responds to citizen and City staff inquiries and concerns.
19. Makes public presentations to community groups, professional organizations and other City departments.
20. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 50 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Could involve contact with or exposure to hazardous materials, loud noises, confined spaces and noxious odors. Moderate to high levels of stress may be experienced.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

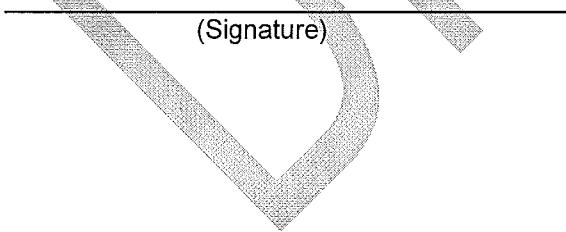
1. Bachelor's degree from an accredited college or university with a major in engineering, construction science, public administration or other closely related field is required. Master's degree with appropriate emphasis preferred.
2. Must possess or be able to obtain a valid Nebraska driver's license. Valid Nebraska Class "B" commercial driver's license preferred.
3. A minimum of ten years progressively responsible public works experience, including at least five years in an administrative or executive level position, and a minimum of three years in a municipal government organization.
4. Must possess or be able to acquire a valid Nebraska Street Superintendent Certificate.
5. The City may accept any equivalent combination of education and experience.
6. Must possess or be able to acquire a valid State of Nebraska Responsible Charge Certification.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern public works department administration, organization and operations.
2. Comprehensive knowledge of the operation and maintenance of modern public works equipment and technology, including communications systems and vehicles.
3. Knowledge of and ability to interpret and apply Federal, State and local codes, ordinances, statutes, rules, regulations, policies and procedures.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Ability to utilize sound independent judgment, analyze situations quickly and objectively, and adopt effective and reasonable courses of action.

6. Knowledge of the principles of organization, administration, personnel management and municipal finance.
7. Ability to handle confidential information in a sensitive manner.
8. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.
9. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
10. Ability to work independently, as part of a team and with the public.
11. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
12. Ability to read building plans and subdivision plats.
13. Skilled in diplomatic conflict resolution.
14. Computer skills and ability to use MS Office Professional programs.
15. Ability to work a varying schedule including, evenings, weekends, and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
16. Ability to establish and maintain effective working relations with fellow public works personnel; exercise good judgment, tact and diplomacy in dealing with City officials, department personnel, volunteers, patrons, outside agencies and members of the public.
17. Ability to maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

 (Signature)

 (Date)