

Job Class Code: 2690	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to lead and manage the City’s Public Works Department. The job class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing public works activities and events, preparing budgets, provide timely information on events and activities to senior management and elected or appointed officials. The job class researches and formulates long range goals for the organization; develops policy and sets organizational culture; and recommends projects, priorities and policies to the City Manager’s Office, City Attorney’s Office and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing levels and composition, organizing, selecting or approving selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policy and procedures for City public works activities and programs in consultation with regulatory agencies, elected or appointed officials, senior management, department heads, and department staff; ensures staff is fully informed and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance City public works processes and activities and plan for future expansion to meet growth needs.
- Directs public works activities such as engineering design and construction, traffic control, highway, bridge and stormwater maintenance and construction, solid waste collection and recycling, facility maintenance and construction, right-of-way acquisition, real property management, construction and environmental inspections, contingency operations, safety, and other activities, processes, or programs.
- Advises and consult with elected and appointed officials, commissions, federal or state regulatory agencies, department heads, staff agencies, developers, civic or private groups, individuals, and others on problems, strategies, policies, and procedures related to public works programs and projects.
- Represents the City on regional and local boards or committees and at meetings concerning public works related issues; makes presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups on significant public works issues or programs.
- Oversees administrative matters such as developing and justifying department budgets, administering expenditures, managing contracts, conducting special studies, managing correspondence and records, preparing routine or special reports, press releases and media relations, administering training, providing for staff technical or professional growth, and other administrative duties.
- Acts as spokesperson for the City on related Public Works affairs, serve in Emergency Operations Center as Operations Section Chief and Chief Resiliency Officer.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and engineering, administrative, professional, technical, managerial, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, analytic geometry, differentiation and integration of algebraic functions, descriptive and inferential statistics, and financial and econometric models.
Language Requirements	Reads engineering, professional, and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.
Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in civil engineering, public administration, environmental or a closely related field. Master's degree preferred.
Experience	In addition to satisfying the vocational/educational standard, this job class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. A professional engineer (PE) license is preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.