

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Director, Public Works	<b>BAND/LEVEL:</b>	SMICP
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	1440
<b>DIVISION:</b>	Administration	<b>DATE:</b>	5/7/2014
<b>REPORTS TO:</b>	City Manager	<b>FLSA STATUS:</b>	E
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 301

**REPLACES:** Director, Public Works

**DATE:** 02/24/02

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### **JOB SUMMARY STATEMENT:**

Responsible for the overall direction and administration of all Public Works programs including street construction and maintenance, traffic engineering and maintenance, stormwater engineering and maintenance and fleet operations. Develops and executes department operating, capital and maintenance program budgets. Develops and implements short and long-term planning, goals, objectives and policies. Interacts with the City Council and coordinates Public Works Committee meetings. Maintains relationships with various external partners. Serves as a team member of the City's Executive Leadership Team.

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### **DUTIES AND RESPONSIBILITIES:**

1. Provides leadership, management and direction to all functional areas of the department. Provides vision for and leads the development of organizational goals and objectives, policies, procedures, capital and maintenance program planning and inter-local agreements.
2. Coordinates department programs and activities in alignment with City priorities and goals, as well as the department mission and values.
3. Prepares and administers department budget, maintenance program budgets and capital project budgets per established guidelines. Provides for the review and monitoring of department expenditures and performance measures. Establishes processes for internal financial, fixed asset and other controls.
4. Leads staff for the improvement of programs, processes and procedures to increase efficiency, effectiveness, productivity, integration of sustainable technology, and customer satisfaction for all services provided by the department.
5. Directs the development of programs for the training, utilization and professional development of staff.
6. Attends all meetings of the City Council and other committees, task forces, boards and study groups as appropriate. Directs the development of agendas, reports and support of the Public Works Committee of the City Council.
7. Directs the development of the Capital Improvement Program and provides for the planning, coordination and execution of all major capital projects, maintenance and repair projects. Directs the development of project applications, schedules and budgets, annual work plans, oversees project selection and makes recommendations to the City Manager and Governing Body. Serves as a liaison with other municipalities, County, State, Federal and regional agencies. Works within a collaborative external environment to ensure the success of departmental objectives. Responsible for the development of inter-local agreements.
8. Effectively communicates to elected and appointed officials, citizens and other interested parties, and keeps the City Manager informed of departmental activities, project status and media inquiries.
9. Participates in overall management of the city by regularly attending executive leadership and staff meetings, serving on special management committees and representing the city at public meetings and community events.
10. Responsible for interpreting and administering city policies and provides leadership in fostering a positive organizational culture, safe working environment, effective communication, stewardship of city resources, maintaining an effective succession plan, and systems for retention of organizational knowledge and skills.
11. Essential member of the City's emergency management operations team. Oversees the planning, support and execution of the City's snow removal program.

**Title:** Director, Public Works  
**Cost Center:** 301  
**Date:** 5/7/2014  
**Page** 2

12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and city goals.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in civil engineering or a related field.  
Licensed Professional Engineer preferred. Master's degree in business or public administration desirable.

### **EXPERIENCE:**

A minimum of ten years of professional engineering experience including at least four years supervisory and senior management level experience, preferably in a municipal setting. Additional expertise in road construction and maintenance, traffic engineering, stormwater management and municipal permits, strategic planning and employee leadership programs desirable.

### **SKILLS:**

1. Proven leader in a complex organization.
2. Relationship builder with a collaborative approach to problem solving.
3. Communicator who is able to relate to a wide range of stakeholders.
4. Superior listening skills.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Analytical skills.
4. Ability to work on several projects at once.
5. Diplomacy and judgement.
6. Organizational skills.
7. Mechanical aptitude.
8. Ability to recognize and protect confidential information.

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Travel locally and outside of state.
3. Ability to sit and be attentive for extended periods of time.
4. Ability to travel and tour City projects in adverse conditions to include but not limited to accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
5. Ability to speak to an individual or group for an extended period of time.

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct - City Engineer  
- City Traffic Engineer  
- Manager, Technical and Administrative Services  
- Manager, Maintenance Operations  
- Assistant to the Director  
Indirect - Other department personnel

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**