

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Director of Public Works
DEPARTMENT: Public Works
REPORTS TO: City Manager

SALARY GRADE: 26
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position plans, organizes, coordinates and directs the activities and functions of the Public Works Department. The work involves providing technical advice and supervision in the disposal of City refuse and in the construction, repair and maintenance of City buildings and facilities, streets, curbs and sidewalks, storm drainage structures and ditches, automotive equipment, City parks and grounds and all other activities of the Public Works Department.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Provides overall direction, supervises and works directly on the implementation of all aspects of the department, ensuring that activities are completed consistent with City Council and City Manager goals, objectives, and directives.

Provides for the training of personnel in departmental activity and safety. Evaluates safety precautions and takes action to eliminate hazardous equipment and practices.

Plans and implements short and medium range goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Reviews material, supplies and equipment inventories and compiles data.

Participates in the preparation of plans and specifications for contract bids. Reviews contract work and assures compliance with the terms of all Public Works contracts.

Represents the City on various boards and organizations on the local, regional, state and federal levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

Develop the department's annual budget and reviews department operating budgets.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or equivalent and one year continued education and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Park, grounds, and building maintenance

Street repair

Automobile maintenance

Building, zoning, and construction

Budget development policies and procedures.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Managing both internal and external conflict.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with internal staff, citizens, and other departmental staff, government agencies and other municipalities in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; use color, texture, sound, shape and odor perception; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust during on-site visits to construction sites.

The incumbents working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.