

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Public Works Director
<b>Job Code</b>	1201
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	116

### GENERAL POSITION SUMMARY

The Public Works Director plans, directs, and supervises all operations of the Public Works Department including water, wastewater, streets, and buildings and grounds departments. Plans and implements major capital improvements. The incumbent shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs, and acceptable performance levels for the various functional areas. The incumbent shall be committed to the mission, vision, and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsible service. The Public Works Director shall demonstrate leadership, management, and technical skills through effective communication and collaboration, proper use of team resources, progressive decision making, personal accountability, and responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directs the planning, organization, and coordination of the various functions of the Public Works Department.
- Develops and implements departmental policies and procedures.
- Ensures the collection, analysis, and use of data for performance management and decision-making purposes.
- Prepares, organizes, and directs department resources to prepare for, respond to, and recover from extreme weather events and other emergencies impacting the community. Coordinates such activities with other City departments, and County and State agencies as necessary.
- Responsible for preparing and presenting reports to the City Manager and the City commissioners, to include reviewing agenda material with the Mayor and the City Manager and attend public meetings, public hearings, and related proceedings to represent the Public Works Department before the city commissioners and city boards, committees, and commissions which affect or are affected by the department or as directed by the City Manager.
- Coordinates the various functions of the department with the City Manager, including attending staff meetings with departmental supervisors and administrative staff.

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- Explores joint cooperative programming with neighboring jurisdictions, including shared resources and joint deployment of personnel and equipment as needed.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees, and organizations to further departmental objectives.
- Oversees, monitors, controls, and accounts for the expenditure of department funds in accordance with budget appropriations and policies.
- Assist department supervisors in the development of annual operational and capital budgets. Provides recommendations to the City Manager concerning the operating and capital budgets of the Department.
- Responds to complaints about departmental services and takes appropriate actions to resolve them.
- Manages the department's capital improvement projects including planning, design, financing, bidding, award, construction, and contract administration.
- Review permit applications and ensures that the resultant work meets applicable standards.
- Recommends capital equipment purchases. Writes specifications, develops bidding documents, recommends award, prepares contract documents and oversees delivery of said purchases.
- Provides direction for future expansion, maintenance and/or improvement of the municipal water system, the sanitary sewer and stormwater systems, city streets, curbs, and sidewalks, collection of solid waste, and maintenance of the City's vehicle and equipment fleets.
- Prepares, reviews, and finalizes grant application packages for various funding assistance opportunities related to public works projects.
- Assesses community streets, sanitation/recycling operations, water and wastewater utilities, equipment maintenance, solid waste collection and engineering operations and investigates new methods, technologies, laws, and programs to improve levels of service.
- Develops and implements short and long-range goals for the department. Establishes priorities for the improvement of public works services.
- Adheres to best management practices in determining projects to be awarded to outside contractors and efficiencies of general overall performance or work product.

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- Consults with contracted engineering firms and their representatives to deliver the most practical outcomes using city resources.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A bachelor's degree from an accredited college or university in a related field
- Supervisory experience in multi-disciplined organizations
- At least ten (10) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard driver license

### PREFERRED QUALIFICATIONS

- Professional Engineer's License (PE)

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Contemporary principles and practices for public works administration and service delivery, including leadership ability and strategic planning.
- Municipal operations including budget planning/development and monitoring practices.
- Local government practices and procedures including public administration and personnel management as well as public sector procurement procedures.
- Management principles and practices necessary to plan, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various safety practices.
- Principles and processes necessary to accomplish organizational change in a highly traditional work environment.
- Emergency management principles and practices.
- Federal, state, and local laws, codes, regulations, and standards governing the delivery of public works department services.

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#### **Skill in:**

- Supervising, training, and developing employees effectively.
- Planning, directing, and coordinating public works department operations, and motivating organizational divisions to meet departmental objectives, which are consistent with the general goals of the total organization and its various operations.
- Leading by example, demonstrating a high degree of honesty, integrity, and professionalism, with a commitment to excellence.
- Defining problem areas, directing the collection, interpretation, and evaluation of data and developing sound solutions to technical and administrative public works problems.
- Interpreting complex regulations, laws, and guidelines.

#### **Ability to:**

- Establish and maintain effective working relationships with supervisors, co-workers, city officials, representatives or public/private entities in the community, and other agencies, as well as citizen groups and individuals.
- Perform research, analyze findings, and prepare reports and recommendations on public works issues.
- Prepare and administer department budgets.
- Communicate effectively through oral presentations, written reports, and discussions with executive level staff, and other federal, state, and local agencies, departments, groups, and individuals.
- Maintain composure and work effectively under conditions of high stress due to emergency situations and deadlines.
- Perform duties and responsibilities in a manner that reflects professional judgment, appearance, and one that is in conformance with high ethical standards and integrity.
- Coordinate complex inter-departmental programs and procedures.
- Maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Communicate and demonstrate support and stewardship for the City's mission, vision, and values.

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**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )		X	
Moving mechanical parts			X
Risk of electrical shock		X	
Vibration			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )			X

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### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	9/18/2018
<b>Dates revised</b>	10/01/2023