



TOWN OF JACKSON
JOB DESCRIPTION

JOB TITLE: Public Works Director	LAST UPDATED: 2018
PAY BAND: 15	FLSA STATUS: Exempt
DEPARTMENT: Public Works	SUPERVISOR: Town Manager

Job Purpose: Provides professional oversight of all public works functions of the Town of Jackson. Provides professional managerial and subordinate staff development. Provides policy recommendations and technical assistance to elected and appointed boards. Provides professional short, mid-range, and long-term departmental strategic planning. Provides professional oversight of personnel recruitment, retention, hiring, firing, discipline, and recognition programs. Provides oversight of departmental compliance with professional municipal public works principles, practices, policies, procedures, and theory, and all applicable federal, state, and local laws, statutes, ordinances, and regulations. Provides significant, professional contributions to Town of Jackson's department director management team.

Supervision: Works under general policy direction of Town Manager.

Supervision Exercised: Directly supervises senior departmental personnel and others within department as assigned.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Directs a variety of complex administrative and technical work in environmental, water, sewer, street, traffic, engineering, and fleet divisions, and other programs and projects.

Prepares, submits, administers, and reviews departmental annual budget, oversees performance of cost control activities, monitors revenue and expenditures to ensure fiscal control, and administrates efficient use of funds, personnel, materials, facilities, and time.

Directs accurate and timely gathering, preparation, and dissemination of information and data pertaining to maintenance of Town infrastructure.

Evaluates staffing requirements, directs and participates in staffing decisions, manages employee training programs, coaches employees and encourages optimal performance, administrates development of goals and objectives for employees, and monitors and evaluates employee performance.

Provides assistance, advice, and consultation to Town concerning undertaking of current and long-range comprehensive public works planning responsibilities.

Analyzes and interprets existing staffing needs, departmental policies, practices, and procedures, anticipates impending changes to staff, structure, direction, goals, and objectives of department, and projects future administrative, staffing, operational, and other needs, plans, and functions.

Oversees research and perpetual analysis of existing and pending public works related ordinances, statutes, and policies.

Provides exceptional internal and external customer service.

Establishes and reviews Town policies, practices, and procedures, and assists in development and implementation of both specific and general direction, goals, objectives, and philosophies of Town.

Manages departmental and Town wide safety program.

Represents Town of Jackson and serves as liaison between Town and other local, state, and federal agencies, businesses, citizens, visitors, and other individuals, groups, and entities.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is qualifying. Typical qualifications include:

- Bachelor's Degree in engineering, public administration, or related field
- Five (5) years increasingly responsible experience in Public Works or municipal engineering at a management level

Managerial/Executive-Level Knowledge, Skills, and Abilities:

- Extensive working knowledge of and familiarity with modern professional management theories, principles, practices, procedures, applications, and techniques.
- Working knowledge of high-level municipal government planning and public works departmental policies and procedures.
- Working knowledge of municipal government budgeting principles and practices.
- Skilled in development of municipal public works organizational structure, assigning responsibilities, and delegating authority.
- Skilled in development, coordination, and direction of a complex public works operation.
- Ability to maintain effective public works systems.
- Ability to effectively select, train, coach, motivate, discipline, supervise, and evaluate staff.
- Ability to establish and maintain effective working relationships with Town of Jackson employees, department heads, Town Administrator, and citizens.
- Ability to identify short, mid-range, and long-term goals and objectives.
- Ability to coordinate general and specific planning activities by establishing priorities, scheduling activities, monitoring progress, revising schedules, and resolving problems.
- Ability to recognize appropriate ways of dealing with human behavioral dynamics in a public works environment and display empathy, understanding, diplomacy, and the

skill of listening when dealing with personnel/human resource issues and circumstances.

- Ability to implement developmental review processes.
- Ability to maintain a proactive, not reactive, management philosophy.

Job-Specific Knowledge, Skills, and Abilities:

- Considerable working knowledge of, and ability to implement, civil engineering principles, practices, and methods as applicable to a municipal environment.
- Working knowledge of, and ability to interpret, federal, state, and local laws, regulations, and codes affecting Public Works Department activities.
- Working knowledge of word processing, spreadsheet, and business software, including MS Word, Excel, Outlook, PowerPoint, Auto-Cad, and GIS (MapInfo) applications.
- Knowledge of principles and practices pertaining to water and wastewater services, streets, drainage systems, and flood control.
- Skilled in operation of equipment and tools listed below.
- Skilled in conflict resolution, strategic and critical thinking, evaluating fiscal and financial reports, and budgeting.
- Skilled in administration of safety policies and procedures.
- Skilled in operation of heavy equipment as required during emergency situations.
- Ability to communicate effectively verbally and in writing with employees, consultants, other governmental agency representatives, Town officials, citizens, and visitors.
- Ability to conduct engineering research and compile comprehensive reports and data.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- Valid Wyoming class B commercial driver's license (CDL) or ability to obtain Wyoming CDL within one month of hire date.

Equipment and Tools Used:

- Automobile and/or truck, telephone, two-way radio, calculator, computer, photocopier, fax machine, typewriter, and other business/office equipment. While performing duties of this job during emergency situations, employee may operate heavy equipment, including loader, plow truck with sander, etc.

Physical Requirements:**

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

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently climbs. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls.

Employee is exposed to moderate levels of walking. Employee is exposed to moderate levels of lifting and/or carrying up to ten (10) pounds. Employee occasionally stands, balances, stoops, bends, and/or kneels.

Specific vision requirements for this job include frequent exposure to conditions requiring depth perception, peripheral vision, and the ability to adjust focus. Employee is exposed to moderate levels of bright light and conditions requiring near vision. Employee occasionally uses far vision and is exposed to low light conditions.

Hand-eye coordination is necessary to operate computers, office equipment, and other equipment and machinery.

Specific auditory (hearing) requirements for this position include frequent exposure to routine conversation and the ability to distinguish between telephone, radio, voice, other tones, and audible signals.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently understands and executes oral and written instructions, plans own work activities, plans, directs, and coordinates work of others, works alone, works as a member of a team, works without supervision, and works on several tasks at the same time. Employee frequently operates a computer.

Employee is exposed to moderate levels of identifying and listing production data, including quantities, pressures, etc., operating cars and trucks, and controlling the activities of several processing units. Employee is exposed to moderate levels of training other workers and working under pressure.

Employee occasionally reads work orders, job tickets, graphs, logs, and schedules, reads and executes complicated instructions, counts and makes simple arithmetic additions and subtractions, operates industrial equipment, including forklifts, flatbeds, tractors, etc., uses non-power tools, including hammers, wrenches, etc., controls activities of a single processing unit, and operates equipment requiring specialized knowledge of process. Employee occasionally works rapidly for long periods of time. Employee occasionally encounters confrontational situations associated with the public works function.

Working Conditions:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works inside in a normal office environment. Employee frequently is exposed to unavoidable hazards associated with moving objects.

The employee occasionally works outside. Employee is occasionally exposed to extreme heat and/or cold with or without temperature changes, wet conditions with or without temperature

changes, humidity or dampness. Employee is occasionally exposed to intermittent noise, fumes, odors, mists, dusts, oil and grease, and dirt. Employee is occasionally exposed to unavoidable mechanical and electrical hazards. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

<p>**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:</p> <ul style="list-style-type: none">▪ Frequent: occurs 60-100% of the time▪ Moderate: occurs 21-59% of the time▪ Occasional: occurs 1-20% of the time
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Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____