CITY OF LANGLEY
DIRECTOR OF PUBLIC WORKS
JOB DESCRIPTION

DEPARTMENT: Public Works

REPORTS TO: Mayor

SUPERVISES: Maintenance and Utility Personnel

DEFINITION: Exempt position responsible for management and coordination of public works.

Essential Duties:

- Responsible for planning, organizing, directing, and coordinating the construction, operation and maintenance of the City’s infrastructure, including operations and maintenance of water utility, sewer utility, stormwater utility, streets, parks, grounds, gardens, and municipal buildings.

- Assures the efficient and economical use of the resources of the public works departments, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.

- Provides input to Planning official for the City’s Comprehensive Land Use Plan. Prepares updates to the plan for staff review and for Council action. Submits budget proposals annually in conformance with the adopted plans.

- Coordinates with the Planning and Engineering consultants as needed to review plans, permits, and design standards, according to City policy, procedures, and ordinances. Assesses and develops needs for maintenance and capital improvements to support long-range plan development.

- Develops and maintains constructive relationships with City officials, property owners, developers, contractors, and the general public regarding public works programs and activities, to ensure that efforts are effectively directed toward achieving City goals.

- Provides staff support to the City Council, as needed on public works matters. Make public or written presentations as necessary. Attends staff and Community meetings as required, sometimes outside regular working hours.

- In conjunction with the City Engineer, prepares specifications, negotiates contracts, and recommends the award of contracts for selected maintenance, restoration, or construction projects. Maintains the Small Works Roster.
• Inspects all public works projects, reviews and approves progress payments and change orders, and works with contractors to resolve contract or construction related problems.

• Conducts regular evaluations of utility and maintenance staff. Recommends personnel actions to the Mayor.

• Prepares and maintains a wide variety of records, files, statistics and reports related to public works activities, including budget reports and requests.

• Administers safety and training programs for employees. Visits job sites periodically to review safety conditions and procedures.

• Employee must have the ability to respond to public works emergencies, assessing the extent of damage, assigning tasks and coordinating emergency repair work.

• Oversees maintenance of all City owned equipment and vehicles (except fire and police departments), working with public works staff as needed to establish and implement preventative maintenance programs.

• Responsible for the supervision of City maintenance and utility personnel, making sure they perform their work in a safe, efficient and expeditious manner.

• Coordinates efforts between the Langley Mainstreet Association and the Public Works Department in maintaining the appearance and cleanliness of city public spaces.

• Identifies funding sources for capital improvements involving city utilities, facilities, roads, and grounds.

• Gathers data necessary in standard formats for use in preparing applications for grant funding.

• Writes grants that are submitted by the city for projects that are identified by the council, administration, and staff.

• Coordinate with police department set up and tear down for parades and

• Assists the Mayor in special projects as assigned

Minimum Qualifications:

High school diploma or GED equivalent required. Engineering degree desired. Minimum of five years of progressively responsible experience in municipal public works required, including two years planning and supervising the work of subordinates. Ability to interface with the public, ability to speak and write clearly, and ability to function calmly in stressful situations required. Computer experience sufficient to generate management level analysis and reports required.
Working Conditions:

The employee will be required to supervise and assist staff with larger staff projects. This can include operating heavy equipment, performing water and sewer repairs and performing emergency work. Some work involves visits to various work sites and exposure to whatever risks are present at those sites.