

**Open to the Public
As of April 11, 2019**

Director of Public Works

Primary Function

The Director of Public Works is a key member of the Mayor's Executive Team who is responsible for the successful operation of the Bureaus of Water, Wastewater, Engineering, Streets, Parks and Public Property, Public Art, Stormwater, Facilities, and Solid Waste and Recycling. The Director is empowered by an annual budget of approximately \$60 million, 10 or more Bureau Managers, and an overall departmental staff of approximately 200.

Beyond operational responsibilities, the Director of Public Works is responsible for setting the vision and strategic direction of public works in support of the city's Strategic Plan as well as the long-range planning to execute that vision and strategy. This includes planning and developing capital improvement investments, asset management, personnel management, and financial management.

Strong leadership skills in leading diverse, interdisciplinary teams to work collaboratively within and beyond the City with a large variety of stakeholders is essential. The Director of Public Works must also exhibit strong interpersonal leadership skills that are marked by an open, accessible, participatory management style with excellent communication skills.

Education, Training and Experience

- 1) Bachelor's degree from an accredited four-year college or university in Business Administration, Public Administration, Civil Engineering, Construction Management or a related field – required.
- 2) Advanced degree - preferred.
- 3) Professional Engineer (P.E.) certification - preferred.

Licenses and Certificates

- Possession of a current, valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania is required.
- Professional Engineer license as issued by the Commonwealth of Pennsylvania - preferred.

Comments

- Requires standing, bending, walking, sitting and climbing in the performance of duties up to eight (8) or more hours a day.
- Works around motorized or moving equipment and machinery.
- Requires the operation of automotive vehicles and other power equipment.
- Requires walking, standing, kneeling and climbing stairs.
- Requires working under adverse conditions, which may involve unpleasant odors.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$94,088.29 - \$150,296.88, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Director of Public Works	Job Code: 2073
Department: Public Works	FLSA: Exempt
Job Grade: 1021	Effective Date: 10/1968
Reports To: Mayor	Revision Dates: 1/1983; 10/1992; 5/1996; 10/2012; 11/2018;3/2019

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Principle Duties & Responsibilities

- Oversees professional engineering staff and directs all municipal public works maintenance and improvement activities including streetscape improvements, street paving, sidewalk/curb replacement, and other traffic improvements including signs, signals, and streetlights.
- Oversees planning, implementation, operation, maintenance, and construction of facilities to support access to clean drinking water within and beyond the City's borders that meet stringent water quality standards.
- Oversees planning, implementation, operation, maintenance, and construction of facilities to effectively manage Wastewater generated by the City as well as several suburban townships and authorities.
- Oversees planning, implementation, operation, maintenance, and construction of all stormwater/green infrastructure facilities.
- Oversees planning, implementation, operation, maintenance, and construction of Public Buildings.
- Oversees solid waste and recycling programs including curbside collection contract, drop-off recycling, educational outreach and enforcement.
- Responsible for planning, implementation, construction, and long-term operation and maintenance of all components of the City's Consent Decree to ensure continued compliance.
- Supports and oversees the work of various consultants and serves as a liaison to legal counsel on all matters related to public utilities, EPA consent decree related to combined sewer overflows, and other special projects.
- Responsible for identifying, formulating and recommending the creation, revision, enforcement, and interpretation of new and existing policies and other applicable rules and regulations across all bureaus.
- Responsible for overseeing and obtaining professional engineering advice, assistance and services to other departments in connection with the planning and execution of public works improvements and land development.
- Responsible for supervision over professional and non-professional engineering personnel and technical, skilled and unskilled employees engaged in development and engineering design, construction, maintenance, operation and repair of public works and public utilities facilities.
- Works in consultation with the Public Arts Advisory Board to support the implementation of public art throughout the City of Lancaster.
- Directs, coordinates and evaluates the staff and activities of the Bureaus of Water, Wastewater, Engineering, Streets, Parks and Public Property, Public art, Stormwater, Facilities, and Solid Waste and Recycling.
- Obtains approval for plans and specifications related to City construction projects; reviews bids on equipment and construction work; recommends acceptance of bids.
- Directs the development of budget requests for the Bureaus within the Department of Public Works; reviews expenditure data; reviews and approves purchase requests using the City's financial system Munis.
- Carries out the public works policies established by the Mayor and City Council.
- Serves as a member of the Recreation Commission, Traffic Commission, Public Art Advisory Board, Sewer Appeals Board, Long's Park Commission and others as appropriate.
- Represents the City in dealing with other governments and jurisdictions, regulatory agencies, consultants, contractors, residents, and the general public.
- Follows safe practices in the performance of duties.
- Performs related work as required.

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Key Leadership Competencies (required)

- Leadership style reflecting the ability to effectively lead a team marked by strong morale, sharing wins and successes, fostering open dialogue and ensuring accountability.
- Ability to build rapport quickly and easily with a broad range of stakeholders both internally and externally, demonstrating a bias toward action and consensus building.
- Problem-solving abilities and sound decision-making to effectively and efficiently carry out the work of the department.
- Integrity and trustworthiness.
- Ability to exhibit care and be motivated by service to the community.
- Ensure equity and fairness in all facets of principle duties and responsibilities.

Knowledge, Skills and Abilities (required)

- Knowledge of safe practices related to Public Works.
- Extensive knowledge of the principles and practices of civil engineering, particularly as applied to municipal public works and public utilities.
- Thorough knowledge of construction and maintenance methods, materials and equipment employed in municipal public works and public utilities.
- Considerable knowledge of laws and regulations relating to planning development, contracts, construction and maintenance of municipal public works and public utilities.
- Considerable knowledge of the modern principled and practices of public and business administration.
- Proven ability to manage various professional and managerial employees engaged in varied activities and programs.
- Ability to provide oversight to engineering staff and programs.
- Proven ability to exhibit superior communication, interpersonal, and human relations skills; adeptness at interacting with people possessing a wide variety of attitudes and in a wide variety of situations.
- Proven ability to anticipate future needs and manage long term planning alongside day-to-day tasks.
- Ability to leverage funding sources through grants and other partnerships.
- Ability to establish and maintain effective working relationships with direct reports, other City officials, contractors and the public.
- Ability to operate a vehicle on private and public streets.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to commit to excellence in service and to continuous improvement.
- Proven ability to read, write legibly, speak and comprehend English.
- Ability to express ideas clearly and concisely, orally and in writing.
- Proven ability to work as part of a team and to collaborate successfully with others.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.

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Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.
- Exposure to noise, pollution.

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Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

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