

**Open to the Public
As of November 27, 2018**

Director of Public Works

Primary Function

The Director of Public Works oversees the bureaus of Water, Wastewater, Engineering, Streets, Parks and Public Property, Public Art, Stormwater, Facilities, and Solid Waste and Recycling. Supported by an annual budget of approximately \$60 million and a staff of 205, the Director of Public Works is also responsible for planning and developing capital improvement investments, asset management, personnel management, and financial management. Experience managing and leading an interdisciplinary team that works within and beyond the City with a large variety of stakeholders is essential. The Director is a member of the Mayor's Executive Team.

Education, Training and Experience

Either

- 1) Graduation from an accredited 4-year college or university or its equivalent with specialization in civil engineering; and 10 years of professional civil engineering experience, of which 7 years shall have been in the field of public works design, including 4 years in a management capacity.
OR
- 2) any equivalent combination of training and experience.

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**
Department: **Public Works**
Job Grade: **1021**
Reports To: **Mayor**

Job Code: **2073**
FLSA: **Exempt**
Effective Date: **10/1968**
Revision Dates: **1/1983; 10/1992; 5/1996; 10/2012; 11/2018**

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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 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 the furnishing of 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.
- Oversees planning, implementation, operation, maintenance, and construction of Public Buildings.
- 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.
- Approves plans and specifications for 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.
- Performs related work as required.

Key Leadership Competencies

The successful candidate will possess a leadership style reflecting their ability to effectively lead a team marked by strong morale, sharing wins and successes, fostering open dialogue and ensuring accountability. Additionally, the successful

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candidate must be able to build rapport quickly and easily with a broad range of stakeholders both internally and externally, demonstrating a bias toward action and consensus building.

The candidate will be noted for their problem-solving abilities and sound decision-making to effectively and efficiently carry out the work of the department.

Underscoring this style is integrity. The successful candidate will be known as someone who is trustworthy and seen as an individual who genuinely cares and is motivated by service to the community.

Ensuring equity and fairness in all facets of principle duties and responsibilities is critical.

Knowledge, Skills and Abilities

- Proven ability to anticipate future needs; can manage long term planning alongside day-to-day tasks
- Proven ability to plan work based on length and difficulty and develop, coordinate, and communicate schedule of work accordingly
- 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.
- Knowledge of safe practices related to Public Works.
- Skill in the application to technical engineering procedures.
- Ability to direct and supervise important and difficult engineering programs.
- Ability to leverage funding sources through grants and other partnerships
- Ability to effectively coordinate the activities of a number of direct reports engaged in varied activities and programs.
- 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 is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to read, write, speak and comprehend English is required.
- Ability to read and write legibly.
- 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 is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.

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Environmental Conditions

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

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.

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