

PUBLIC WORKS MANAGER

Department: Public Works **Reports To:** Director of Public Works
Division: **Location:**
FLSA Status: Exempt **Classification:** Full-Time/Civil Service
Approved By: Civil Service Board **Date of Approval:** June 2004
Pay Grade Level: 9

JOB SUMMARY

Assists the Director of Public Works in the performance of a variety of complex administrative, technical, and supervisory duties in facilitation of the administrative operations of the Public Works Department, including the supervision of the planning, permitting, rights-of-way, coastal zone management, emergency preparedness, addressing, solid waste, and building and maintenance functions of the department, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Under the direction of the Director, plans, organizes, and directs all public works activities to ensure proper maintenance and operation of the emergency preparedness, planning, permitting, addressing, coastal zone management, solid waste, licensing, and parish-owned buildings and lands functions of the Department
- Evaluates needs and recommends short and long range plans to address the identified needs in the areas of planning administration, emergency preparedness, solid waste, addressing, permitting/licensing, sewer construction, maintenance, and operation, drainage and flood control facilities, street lighting, and parish-owned buildings and facilities
- Implements departmental policies and procedures and computer application systems needed in maintaining required records in the facilitation of a systematic approach to providing needed public works services within assigned areas of responsibility
- Develops, analyzes, and interprets statistical and accounting information so as to appraise operating results in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the various assigned divisions of the Department
- Provides reports and interprets the results of operations to all levels of parish government management, including the preparation of financial and operational reports, as required

- Forecasts short-range and long-range budgetary requirements and obligations, as a basis for maintaining adequate funds needed to provide services in accordance with the directives of the Director
- Assists in the preparation of the annual departmental operations and maintenance budget and capital improvements budget within assigned areas
- Assists in the completions of the annual audit by maintaining and providing departmental finance records
- Assures that assigned areas of responsibility within the Department are performed within budget limitations and in accordance with cost control policies and procedures; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Coordinates the application and subsequent program administration of federal and state grants for infrastructure improvements
- Assists in the selection of outside engineering and other consultants in the review of qualification statements and analysis of cost proposals to provide professional services in the design and construction management of public works capital projects
- Monitors the performance of outside engineers and other consultants to ensure compliance with departmental specifications, contract provisions, and applicable state laws in the compilation of construction plans and specifications, bid packets, and the receipt and award of construction bids; Monitors construction oversight activities to ensure that construction projects are completed in compliance with job specifications and the terms and conditions of contractual agreements
- Maintains regular contact with federal and state regulatory agencies to ensure parish infrastructure compliance with applicable and federal and state operational and maintenance regulations
- Receives and resolves citizen complaints, concerns, and questions regarding the operations of the Department
- Provides training and direction to immediate supervisors and managers to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, reviews and conducts employee performance evaluations, reviews and recommends requests for promotions, layoffs, terminations, and wage increases; reviews recommendations and determines manpower shortages and facilitates the creation of new positions within assigned areas of responsibility
- Represents the Parish in its associations with outside agencies within assigned areas of responsibility
- Authorizes departmental expenditures
- Attends Parish Council meetings, as needed, to present budgets, activity reports, and plans for future activities

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all departmental records and reports within assigned areas of responsibility
- Performs the duties of the Director of Public Works within assigned areas of responsibility, in his/her absence
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Supervises all employees within assigned areas of responsibility, either directly or indirectly through subordinate supervisors. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Improves processes, products and services.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Innovation - Develops innovative approaches and ideas.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree or higher from four-year college or university; or four (4) to six (6) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of governmental public works management and planning. Substantial knowledge of local government responsibilities and programs associated with proper public works management required.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, business and industry, and elected officials.

Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the outdoor work environment is noisy.