



Town of Oro Valley Classification Description

Title: **DIRECTOR OF PUBLIC WORKS**
Job Code: 3005
FLSA Status: Exempt

Department: Public Works
Salary Grade: 128

POSITION SUMMARY:

Directs, oversees and administers all functional Public Works divisions: Planning, Permitting, Inspection and Compliance, Engineering, Operations, and Transit. Leads, manages and coaches all department employees. Responsible for ensuring harmonious growth as well as the health, safety, and welfare of the public in the built environment. Provides leadership as a member of the Town's executive leadership team on an organization-wide and community basis to ensure that public services are provided in alignment with the Town's strategic objectives. Public Works Director will serve as Town Engineer.

ESSENTIAL JOB FUNCTIONS:

- A. Exercises oversight authority and broad discretionary judgment to manage all facets of the planning and zoning, permitting, construction, and inspection for all horizontal and vertical construction and infrastructure elements within the Town of Oro Valley.
- B. Administers transportation planning and engineering, traffic engineering, highway capacity and safety improvements, street maintenance, pavement management, stormwater management, flood control, facilities maintenance, fleet maintenance, and transit services.
- C. Communicates goals and objectives. Provides department leadership to focus employees so they may become proficient and motivated to provide products and services for the Town.
- D. Hire, discipline, evaluate employee performance, investigate and resolve grievances and coordinate other human resource actions.
- E. Directs the development and administration of budgets, policies, projects and programs of the department to effectively and efficiently deliver high quality services to the Town and the community.
- F. Collaboratively and cooperatively works with the Mayor, Council Members, Town Manager, department directors and other senior managers to analyze organization and community needs, and takes action in response to those needs.
- G. Develops strategic partnerships with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the Town.
- H. Champions the values of the organization through example and accountabilities.

- I. Ensures that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.
- J. Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- K. Manages a comprehensive plan review process and field inspections for residential and business construction activities.
- L. Coordinates with local for-profit and non-profit groups, and real estate organizations to develop collaborative ventures, solve problems, and provide guidance.
- M. Interfaces and works with historical preservation entities, federally mandated environmental protection programs, Boards and Commissions to establish appropriate zoning and issuance of permits.
- N. Performs other administrative duties such as advocating for or against proposed state legislation, attending neighborhood association meetings, and visiting commercial and residential field sites.
- O. Coordinates the development of agendas and packet materials for meetings and the delivery to the appropriate parties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal standards, rules, ordinances, codes and regulations governing building codes, building safety, public works and engineering.
- Knowledge of Town and Department policies and procedures.
- Knowledge of public relations and customer service techniques and concepts.
- Knowledge of trends and practices public works project management and operations.
- Knowledge of development review and planning processes.
- Knowledge of structural design and construction materials.
- Knowledge of management and/or supervision principles.
- Skill in interpreting and applying relevant Town, state and Federal statutes, ordinances, codes, rules and regulations governing public works.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in reading and interpreting building plans and specifications.
- Skill in identifying and recommending structural modifications for code compliance.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor Degree in Engineering, Architecture, Building Construction or related field.
- Plus seven (7) years of experience in construction, building inspection or related work including a minimum of five (5) or more years of supervisory experience at a Division or Department head level.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.