



JOB POSITION ANNOUNCEMENT

The City of Española is seeking to hire the following position:

POSITION: PUBLIC WORKS DIRECTOR
REPORTS TO: CITY MANAGER

STATUS: FULL-TIME EXEMPT
FLSA: EXEMPT

Job Summary:

Under the supervision of the City Manager, the Public Works Director will supervise Street Maintenance, Water and Wastewater Collections, Fleet Maintenance and General Services Departments. This position also involves administrative and supervisory work in directing, planning, coordinating and scheduling, the Division Director, the operations of the solid waste, water utility, waste water and collections. Works on Capital Projects as requested and prepares the budget for the Public Works Department. Coordinates highway projects within City limits with New Mexico Department of Transportation.

ADDITIONAL RESPONSIBILITIES:

1. Plans and coordinates the use of departmental personnel, equipment and materials for all assigned projects: does advance planning and cost estimating for projects and programs involving the department: implements new programs and approves designs to economize operations and improve services.
2. Supervises the preparation of and maintains various reports such as property damage; inventory; equipment usage and maintenance costs; personnel and payroll costs.
3. Conducts employee performance evaluations on subordinate foremen and chairs grievance hearing; decides on appropriate corrective/or disciplinary actions.
4. Is responsible for the training of all departmental personnel; reviews training literature, courses, seminars, curriculum, etc. designed to enhance on-the-job skills; authorizes release time to attend training conferences as appropriate.
5. Reviews inventories on hand and in current use for all operating divisions; prepares bid specifications, and as authorized by the Finance Director, purchases needed equipment and supplies.
6. Is responsible for the management of the construction phase of all Capital Improvement Projects. Must maintain all records; approve pay estimates, approved change orders, and closeout projects.
7. Prepares, reviews and monitors the department's operating budgets; performs basic analysis activities such as program needs, costs projections, and work performances.
8. Prepares, reports and updates City Council on a monthly basis with Public Works activities.
9. Prepares agendas for the Public Works Committee meetings.

EDUCATION AND EXPERIENCE:

- Knowledge and level of competency commonly associated with the completion of a Baccalaureate degree in a course of study related to the occupational field or the equivalent of fifteen (15) years experience in a related field.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three (3) to five (5) years of related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal public works principles, practices, construction and maintenance standards, methods, materials, equipment and costs.
- Knowledge of engineering designs as they relate to municipal engineering and current developments in the field of municipal engineering.
- Knowledge of traffic engineering principles and practices as they relate to municipal systems.
- Knowledge of the principles and practices of organization, personnel management, purchasing regulations, and administration as related to division level administration.
- Possess skills in preparing technical reports, estimates, construction and cost records.
- Possess skills in planning, assigning, managing and instructing the work of technical personnel.
- Possess skills in public and interpersonal relations.

PHYSICAL ABILITIES

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Possess and maintain a valid New Mexico Drivers License

SUPERVISORY CONTROL:

The City Manager assigns work in terms of very general instructions and policies. The incumbent has wide latitude for the exercise of independent initiative and judgment for establishing the internal organization, policies and operating procedures for the Public Works Division. The work may be reviewed upon completion or through observation of departmental operations.

SCOPE AND EFFECT:

The Purpose of this position is primarily to insure the timely and cost efficient provision of public works services to the citizen of Española. The position affects the organization and operation of several major departmental units, and inter-governmental services.

The City of Española is an Equal Employment Opportunity Employer

DEADLINE: 8/4/2010 @ 5:00pm

Salary Range: \$70,000 to \$80,000 with excellent benefits

Submit letter of interest, resume and (3) professional references to:

Human Resources Department

City of Española

405 N. Paseo De Oñate

Española, NM 87532