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Position Title: **DIRECTOR OF PUBLIC WORKS**  
Classification Specification: **90202 Director of Public Works**

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Office/Division: Public Works  
Reports To: Mayor

Employment Status: Full-time

**JOB RESPONSIBILITIES:**

Under administrative direction, using independent judgment, the Public Works Director is responsible for managing and directing the operations, maintenance, repair, construction and improvements for:

1. Water Treatment
2. Wastewater Treatment
3. Stormwater Management
4. Water Distribution
5. Sewer Collection
6. Street/Street Lighting and Signals
7. Sidewalks
8. Floodplain Management
9. Zoning Enforcement

within the City of Norwalk and ensuring compliance with all applicable sections of the Ohio Revised Code and Ohio Administrative Code.

**QUALIFICATIONS:**

1. 3-5 years minimum experience with Public Works Projects in a leadership position
2. Bachelor of Science Degree in Civil or Environmental Engineering
3. five (5) years of experience in the management of employees
4. ten (10) years of experience in the design or operations and maintenance of water, wastewater, distribution and collection and street construction

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Professional Engineer's License.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)**

**Knowledge of:**

1. construction methods and procedures
2. materials and equipment used in public works projects
3. established codes, standards, and specifications
4. city capital improvement goals and objectives\*
5. competitive bidding process;
6. state and federal grant and loan programs related to public works projects (including loan requirements and project management of loans)
7. supervision practices and procedures
8. safety practices and procedures
9. public relations
10. prevailing wage regulations
11. city personnel policies and procedures\*

12. state, federal, and local regulations governing the operations of water distribution, wastewater collection, treatment and storm drainage facilities

**Ability to:**

1. interpret instructions in a variety of forms
2. review technical materials, recognize errors and make corrections
3. develop and maintain a good rapport and working relationship with officials, contractors, co-workers and the public
4. interpret and comprehend contract documents
5. communicate effectively both orally and in writing
6. follow both oral and written instructions
7. use personal computers and applicable software

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Directs, coordinates, controls, and evaluates all internal and external operations of the Department of Public Works, which includes planning and directing from an administrative level the Departments of Water Treatment, Wastewater Treatment, Water Distribution, Sewer Collection and Street/Street Lighting and Signals, and Zoning Enforcement.
2. Plans, recommends, and coordinates city capital improvement projects; solicits and receives input from various departments regarding capital improvement needs; makes recommendations concerning the priority, scope of, and need for capital improvement projects; works with consulting engineers to establish bidding procedures, run bid openings, and prepare construction contracts for execution; drafts legislation related to the advertising and awarding of contracts.
3. Forecasts, plans, manages, and implements utility growth and programs through decision processes involving research and coordination with city departments, regulatory agencies, consulting engineers, City Council, Planning Commission, citizens, and the media.
4. Oversees the inspection of public works projects to ensure compliance with established codes, specifications, and procedures, e.g., the installation of sewers, water lines, streets, etc.; supervises the examination of materials used to ensure proper quality, strength, and compliance with established standards; certifies jobs as completed and approves vouchers for related engineering services for payment; monitors the budget and progress of engineering services for specific projects.
5. Formulates and establishes water, sewer, storm drainage, and road construction standards.
6. Oversees the investigation of complaints involving public and private property code violations and contacts necessary party to have violation resolved; confers with city administration regarding constituency complaints and the City's ability to resolve such complaints.
7. Oversees the preparation and submission of construction inspection reports, construction specifications, bid documentation, progress reports, etc.
8. Oversees development of budget, utility rates, organization structure, and staffing patterns with the department heads and the mayor.
9. Oversees prevailing wage coordination; oversees city contracts let to contractors and subcontractors to ensure compliance with legal requirements concerning payment of prevailing rates within area.
10. Reviews subdivision plans and site plans for compliance with subdivision regulations and engineering standards.

11. Assists with the preparation of federal and state grant/loan applications and submittal to appropriate agency; serves as project manager on EDA, EPA, and state projects to ensure compliance with agency requirements.
12. Demonstrates regular and predictable attendance.
13. Maintains required licensure and certification.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Recruits, motivates, and maintains personnel dedicated to public service.
2. Researches and recommends to the administration and council the funding sources available through state and federal grants and low interest loans.
3. Directs supervisory personnel in the implementation of the department functions including the preparation of reports as required.
4. Assists the administration with development and public works projects.
5. Recommends selection of firms for professional services such as consulting engineers.
6. Confers with management personnel on personnel related issues such as civil service rules and regulations, personnel policies and procedures, and other related laws, rules, and regulations.
7. Performs other duties as assigned.

**EQUIPMENT OPERATED**

1. standard office business equipment

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. exposure to chemicals found in an office environment
2. occasional work at computer terminal for long periods of time
3. occasional hostility from the general public
4. noisy operations or activities
5. compressed gases (including acetylene)
6. flammable and combustible liquids
7. dip tanks containing flammable or combustible liquids
8. personal protective equipment (gloves, chaps, back support)
9. confined spaces
10. handling of materials and supplies
11. hand and portable powered tools
12. portable jacks
13. air contaminants
14. hazardous chemicals
15. trenching and shoring activities
16. construction type equipment
17. construction activity
18. exposure to adverse weather conditions
19. exposure to traffic, dust, dirt, and odors
20. exposure to hazardous driving conditions
21. exposure to potentially dangerous situations

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

#### PHYSICAL DEMANDS

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 occasionally required to use hands to handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is regularly required to communicate orally and to listen to oral communication. The employee must occasionally lift and/or move 10 to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Great Benefits package and career opportunity. Applications being accepted through May 28, 2019. Please include cover letter and resume to: Mayor Rob Duncan, PO Box 30, Norwalk, Ohio 44857