

Job Description

Human Resource Use Only

Position Number:

Step/Grade - T

Effective Date:

POSITION IDENTIFICATION

Position Title: Director of Public Infrastructure

Division: Department of Public Works

Status: Full Time Exempt

Workweek: Monday – Friday (7:30-4:30), evening meeting as required-

SUPERVISORY RELATIONSHIPS

Reports to: Common Council and Mayor

Directly Supervises: Operations Division Managers, Business Manager, Recreation Division Manager, Engineering Division Manager, Transit/Building & Grounds Manager, Administrative Assistant

POSITION PURPOSE

The Director of Public Infrastructure is responsible for all divisions of the Public Works Department including the Bridges, Engineering, Fleet ~~e~~Operations, Streets and Sanitation, and the Transit ~~d~~Divisions, and for all ~~p~~Parks including the Aquatic Center, Zoo, Cemetery, all Recreation programming, ~~and~~ Senior Center, ~~m~~Marina and all other Harbor activities. The Director plans, estimates, budgets, designs, constructs, supervises and administers construction and maintenance of infrastructure in the public right-of-way, in the Harbor and Marina or on other City owned or operated lands. The Director promotes the role of parks and recreation in enhancing community vitality. The Director is responsible for research and evaluation as part of strategic planning and represents the City to other agencies and organizations to develop the partnerships that nurture the city's community programs and facilities.

The Director reports to the ~~Streets and Sanitation Committee, the Parks and Recreation Public Infrastructure~~ Committee and to the Common Council. In addition, the Director is a member of, or reports to, several Committees, Commissions and Boards, both for the City of Manitowoc and Manitowoc County, and serves as the joint County/Gubernatorial representative to the Bay Lakes Regional Planning Commission.

This is the senior level administrative position for the ~~d~~Department requiring both a mastery of Engineering and Public Works Operations, and Transit, and Parks and Recreation, and the ability to deal effectively with the public, media, elected officials, contractors, consultants, union representatives, employees, other city department leaders and State and Federal agency personnel.

ESSENTIAL DUTIES

- Directs activities for all Department Divisions.
- Advises the Council, Mayor, various Boards and Commissions and other Department heads regarding matters of building, development, infrastructure, budget, and technology.

- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies; implements disciplinary procedures when necessary.
- Provides timely, accurate and thorough performance reviews for supervised employees.
- Limits liability to the City in all areas of personnel, facilities and programs.
- Plans, budgets, designs, coordinates, and supervises all public infrastructure and construction and maintenance projects.
- Creates special assessments and attends all public hearings for same.
- Hires, coordinates, advises and directs consulting engineers for local, state and federal projects that are undertaken in the City.
- Is a voting member of the Board of Public Works and approves all contracts, contract payments, grant requests and grant payments for the Department and for other City Departmental building projects.
- Coordinates ~~Parks and Recreation~~ Department activities with those of other departments and outside agencies and organizations.
- Develops a broad diversified program of recreation activities and services to meet the needs and desires of the community and supervises the conduct and organization of same.
- Establishes and develops a process for continuing use of volunteers in the streets, parks and recreation programs.
- Prepares and submits grant applications for all infrastructure and recreation amenities, acquisitions and improvements as well as carrying out the implementation and contract administration of said grants.
- Promotes heightened awareness of parks and recreation presenting a positive image to citizens, tourists, are schools, regional and state agencies and the business community.
- Attends or sends a delegate to insure ~~d~~Department representation at meetings of various Boards and Commissions, including ~~Streets and Sanitation~~~~Public~~ ~~Infrastructure~~, ~~Public Property and~~ Safety, Finance, Personnel, Harbor Commission, Public Utilities and Licensing, Zoo Board, Zoo Society, Committee on Aging, Safety, Traffic and Parking Commission, Downtown Streetscape Committee, County Board of Public Works and is a voting member of the City Plan Commission, voting member of the Board of Public Works, the County Solid Waste Committee, the Wastewater Treatment Facility Board and is the joint County/Gubernatorial appointment to the Bay Lakes Regional Planning Commission, the steering committee representative for the Lake Michigan Stakeholders committee, and chair of the Building Board of Appeals;
- Meets with developers, private Engineers, Consultants, citizen groups, elected officials, as well as County, State and Federal Agencies to promote, govern and review orderly development within the City of Manitowoc.
- Responsible for approval of all major supply and equipment requisitions.
- Handles employee grievance, discipline, discharge and hiring. Negotiates with Union to determine labor contracts and contract language interpretation.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Responsible for establishing and maintaining safe working conditions and practices in compliance with all applicable statutes, laws and City policies and is responsible for providing safety training and testing programs towards that end.
- Primary representative of the City of Manitowoc in Emergency Government.
- Supervises the maintenance and repair of automotive, heavy equipment and all other mechanical equipment owned by the City of Manitowoc.

- Responsible for keeping abreast of current developments in the construction field by attendance at seminars, meetings, and review of appropriate technical journals.
- Responsible for keeping abreast of technology such that the most efficient means of performing the duties of the Department are utilized.
- Responsible for developing appropriate staffing for on-call/after hours duty for DPW and Parks
- Does related work as required.

OTHER DUTIES

~~Listed here. These are duties you would not consider essential functions~~

- ~~Communication with the Public through various means~~
- ~~Project Management~~
- ~~Estimating~~
- ~~Staff Development~~
- ~~Succession Planning~~

MINIMUM POSITION QUALIFICATIONS

Education: A Bachelor of Science in Civil Engineering is required. Additional advance coursework in Public Administration is preferred.

Experience: The position requires a person having at least 10 years of extensive professional engineering experience in the field of Civil Engineering, some of which must have been in municipal engineering and must have graduated from a college or university of recognized standing with major coursework in Civil Engineering supplemented by coursework in business or public administration or related fields, or an equivalent combination of experience and training which provides the required knowledge, skills and abilities. The position shall be held by a registered Professional Engineer in the State of Wisconsin or have the ability to obtain the license within the first six (6) months of employment.

Certifications/Licenses: Must possess a valid driver's license. ~~A Bachelor of Science in Civil Engineering is required. Additional advance coursework in Public Administration is preferred.~~ Employee must be registered as a Professional Engineer in Wisconsin.

Other Requirements: The position requires: a comprehensive mastery of the modern principles and practices of public works administration; a comprehensive knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities; comprehensive knowledge of the sources of engineering information and ability to apply modern engineering methods; demonstrated ability to direct and supervise public works activities on a large scale in a coordinated manner; a thorough knowledge of the principles of municipal budgeting; ability to establish and maintain effective working relationship with subordinates, elected officials, other agencies and the public;

initiative and resourcefulness in handling general engineering problems; must have significant understanding of modern computing operating systems, engineering and office software and proficiency in the use of a personal computer including proficiency in word processing, spreadsheet and database.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to read and interpret policy manuals, technical manuals, city ordinances; ability to effectively direct the work of subordinate supervisory and non-supervisory employees; the ability to communicate with the general public, local political leaders and State and Federal agency personnel on all related matters concerning all divisions of Public Works; ability to present facts, figures and recommendations effectively in written and oral form; ability to prepare and issue reports for use by staff, boards, local officials and the community; ability to make a detailed presentation to technical personnel and to the public.

Knowledge to calculate business methods of percentage, interest, and algebra; knowledge to compute complex trigonometry problems for surveying; knowledge to compute complex engineering flow calculations for pipe and open channel flows; ability to calculate civil engineering standard forces and loads.

Ability to apply situational reasoning ability by exercising good judgement, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment. Ability to maintain a high level of Engineering and Administrative ethics despite local private and political pressures.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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

Manual Dexterity: Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movement in operation of calculator, telephone, and computer keyboard and utilize a transit instrument, surveying equipment and manual labor. Vision abilities include distant and close vision, depth perception, and ability to focus and differentiate color. The employee must be alert around construction equipment.

Physical Effort: While performing the duties of this job, the employee is required to sit, stand, walk, climb, stoop, kneel and use both hands, talk and hear. The employee is required to lift up to 50 pounds.

Working Conditions: While performing the duties of this job, the employee is regularly exposed to outside weather conditions; regularly walking over uneven terrain; and uses ladders for access to areas. The noise level in the work environment is usually moderate, occasional exposure to heavy construction

equipment, pavers and backhoes, are part of inspection operations. The employee has to be aware of safety requirements on and off construction projects.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.