



Public Works/Utilities Department
Town of Clarkdale
P.O. Box 308, Clarkdale, AZ. 86324
Town Hall (928) 639-2400 * fax (928) 639-2409

Job Description

Public Works/Utilities Director

DESCRIPTION: Under direction of the Town Manager, this position serves as a member of the Town's management team and is the Department Head for the Clarkdale Public Works and Utilities Departments. This is a professional and managerial position which provides oversight, management and direction for all Public Works and Utilities personnel and programs including: water, wastewater, reclaimed water, sanitation, roads and transportation, drainage, facilities and properties, fleet and shop, cemetery, and capital improvements.

The person in this position establishes the goals and objectives for the Department and assures alignment of Public Works and Utilities priorities with the Town's strategic and organizational goals. The Director is responsible for carrying out Town policies and procedures and works collaboratively with other departments and community partners to improve quality of outcomes, maximize use of resources, and increase efficiencies.

CLASSIFICATION: This is a single-position class at the upper management level that exercises considerable initiative and independent judgement and is expected to resolve problems of a professional and technical nature. Individuals in this class are characterized by a high level of management acumen and professionalism, and a solid understanding of municipal public works and utilities operations. Specific functions may vary depending on the priorities and needs of the Town and/or requirements of state law. An employee of this class works with considerable freedom of action with a high degree of professionalism while being accountable for working within the confines of the policies and directives of the Town Council, Town Manager, Town Code and applicable federal and state laws and regulations. An employee successful in this position promotes teamwork, models balanced approaches, and inspires collaborative, imaginative solutions. Abnormal working hours may be required from time to time. This is a FLSA exempt, full time "at will" position with benefit package.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential duties and responsibilities may be modified at any time at the discretion of the Town Manager. Abnormal working hours may be required. Typical duties include, but are not limited to the following:

- 1) Implements goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Public Works/Utilities Department;
- 2) Represents the Town in interactions with the public, elected officials, coworkers, regulatory agencies, and business professionals on a regular basis;
- 3) Contract negotiations and development review
- 4) Manages the daily operation, services, staffing and overall customer service of the Utilities Department and its divisions (Water, Wastewater, and Reclaimed Water).
- 5) Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, engineering, traffic

- control, building maintenance, levee maintenance, and solid waste services; recommend and administer policies and procedures. (match to first paragraph)
- 6) Supervises and evaluates department personnel. Ensures that sufficient training and development are provided for the personal/professional development of the staff within the department. Keeps employees informed appropriately of Town affairs and policies which may affect them. Inspires and motivates the staff, through confidence, competence and enthusiasm, to achieve their best and fulfill the objectives of their department and the Town.
 - 7) Employee safety
 - 8) Financial oversight and grant administration
 - 9) Prepares and supervises the preparation of clear, accurate, and comprehensive recommendations and reports. Makes public presentations and recommendations on department related issues to the Town Council, Boards and Commissions and the public.
 - 10) Guides the development and implementation of the department's capital improvement projects.
 - 11) Performs strategic planning to insure the Town has the capacity to support community growth.
 - 12) Functions as the Town's project manager for the design and construction of large, complex utilities and public works projects which may involve consultants and contractors.
 - 13) Discusses issues with citizens to follow up and assure their concerns are properly and fully addressed.
 - 14) Coordinates department compliance with federally mandated drug and alcohol testing of employees who hold Commercial Drivers Licenses.
 - 15) Coordinates the preparation of the budget for the department and controls budgetary expenditures and departmental appropriations within adopted budget.
 - 16) Coordinates the pursuit and administration of grant funding for department and program expenses.
 - 17) Meets with other Town officials to coordinate and plan in areas of interdepartmental involvement and cooperation.
 - 18) Coordinates regional planning issues with other jurisdictions and represents Town on various regional and statewide committees, including issues relating to water resources.
 - 19) Participates in Town management staff meetings and may serve on special committees, or direct the conduct of projects having a general Town-wide impact.
 - 20) Ensures that approved Council policies, programs and the department's day-to-day responsibilities are planned, organized and executed in an effective and efficient manner.
 - 21) Other duties as assigned.

MINIMUM QUALIFICATION: Education and/or Experience - Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the knowledge and abilities would be: Any combination of education and experience equivalent to the minimum of a Bachelor's degree from an accredited college or university with a major in Civil or Environmental Engineering, Business or Construction Management or Public Administration and eight (8) years of increasingly responsible experience in public works/utilities management and operations, including four years of administrative and supervisory responsibility. Considerable knowledge in construction methods, materials and equipment as applied in municipal public works and utilities operations, and modern principles and practices of municipal public works/utilities administration. Certification as an operator in Distribution, Collection and Treatment for water and/or wastewater certified by the Arizona Department of Environmental Quality is preferred.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of municipal utilities/public works administration;
- Applicable Federal, State and local laws, ordinance, statutes, rules, regulations, policies and procedures;
- Technical resource documents for utilities and public works activities;
- The organization of local government and the interaction of departmental units;
- Administrative procedures, practices and principles;
- Project and contract management;
- Financial management, budget preparation and monitoring;
- Principles of personnel management, supervision, training and performance evaluation;
- Modern office procedures, methods and equipment including computers and applicable software applications;

Skills and Ability to:

- Manage, supervise and direct programs and activities of a multifaceted department;
- Develop and administer departmental goals, objectives and procedures;
- Exercise leadership for department and community;
- Analyze and assess programs, policies and operational needs including initiating appropriate adjustments;
- Interpret and apply applicable federal, state and local policies, laws and regulations;
- Identify and respond to sensitive and organizational issues, concerns and needs;
- Plan, organize, direct and coordinate the work of subordinates;
- Delegate authority and responsibility;
- Select, supervise, train and evaluate staff;
- Effectively direct the work of others;
- Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals; offer creative approaches that facilitate the preservation of Clarkdale's community values;
- Adjust behavior and performance to evolving circumstances without a loss of integrity or sense of vision;
- Make and achieve ethical decisions;
- Prepare and administer large and complex budgets;
- Prepare and supervise the preparation of clear, accurate, concise and comprehensive reports and presentations;
- Effectively communicate whether orally or in writing;
- Develop and maintain a courteous, helpful and professional image in dealing with public, elected officials, business professionals and coworkers;
- Establish and maintain relationships and work cooperatively with Town officials, employees, regional collaborators, and the general public;
- Quickly acquire knowledge of the diversity of the Town of Clarkdale;
- Plan, manage and direct multiple, diverse projects simultaneously;
- Provide customer service consistent with the Town's Customer Service Standards;
- Comprehend, understand and make use of new or advanced technologies;
- Exercise initiative, apply sound judgment and produce reasonable recommendations;
- Maintain confidentiality when working with sensitive information and issues;

- Demonstrate flexibility in the face of change.
- Work within a team environment to achieve the Town's overall goals.

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS: Must possess a valid Arizona drivers' license at time of appointment and maintain an excellent driving record. A combination of water/wastewater certification accepted by the Arizona Department of Environmental Quality within one year of appointment, and continue pursuing advanced certifications annually, unless agreed otherwise in writing by the Town Manager.

PHYSICAL REQUIREMENTS:

- Vision sufficient to read plans, diagrams, change orders, rules, regulations, policies, procedures, codes, contracts, budgets, computer screens and computer printouts, and conduct visual inspections of Capital Improvement Projects. The ability to read laws, ordinances, procedures, reports, business correspondence, audio visual materials, and other documents encountered in the course of this work.
- Hearing sufficient to hear conversational levels in-person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings and over the telephone.
- Mobility sufficient to safely move in an office environment and travel to construction sites and carry out visual inspections.
- Dexterity sufficient to safely operate office equipment, including computers.
- Strength sufficient to lift, carry and move building plans, diagrams and other related office supplies.
- Endurance sufficient to sit, walk and stand for extended periods and maintain efficiency throughout the entire work shift, possibly during extended work hours.

WORKING CONDITIONS: Work will be divided between the office and work sites as required. Work will require travel throughout the Town for project inspections, to various locations to attend meetings, or to specific locations for seminars and training as needed. Incumbents may be required to work outside normally scheduled hours, evenings, weekends and/or holidays.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK. THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.