



St. Bernard Parish, Louisiana

Classification Specification

DIRECTOR OF PUBLIC WORKS

Purpose of Classification:

The purpose of this classification is to provide leadership, direction, communication, and general oversight of the Parish Public Works operations, policies, planning efforts, and program implementation of multiple divisions within the Public Works department. This includes the maintenance of Parish streets, drainage, rights of way and other infrastructure, street lights, water and sewer, Parish-owned facilities and properties, and fleet maintenance operations; formulates and implements short and long range project plans; prioritizes, plans, organizes and supervises Public Works projects and contracted construction projects either directly or through subordinate supervisors; is accountable to ensure that the Parish's Public Works operations are functioning at peak efficiency and are consistent with defined goods and regulations.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assumes management responsibility for all public works services and activities: Including street and infrastructure maintenance, engineering, capital improvement project management, facilities development and maintenance, and fleet maintenance; provides guidance and direction, directly and indirectly to engineering project managers, superintendents, and technical staff in finding and developing solutions to problems encountered; maintains and annually updates relevant sections of the Parish's Emergency Operations Plan

Manages complex capital improvement projects from inception through completion: Interprets plans and specifications within scope of knowledge and authority for the appropriate design of Public Works projects

Oversees the preparation of engineering designs, specifications, cost, and quantity estimates of Public Works projects: Involving road, sidewalk, utility, or building construction and related activities; prepares annual operating budget requests; monitors and control department expenditures to ensure that department operates within budget appropriations, including maintaining adequate staffing levels in an effort to control overtime expenditures

Responds to inquiries from employees, management, elected officials, contractors, developers, and the

general public: Prepares and presents statistical analyses, proposals, reports, and special projects to Parish administration, advisory board, and Parish Council

Represents the Parish at meetings and on committees as required; Stays abreast of trends in the field and makes recommendations regarding policies

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Must be a Professional Engineer, with at least a Bachelor's Degree in Civil or Structural Engineering from an accredited college or university; supplemented by five years of experience in this or a related field to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be a registered engineer in the State of Louisiana.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license; must possess and maintain Class IV Production, Wastewater Treatment, and Water Treatment, Collection, and Distribution licenses

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex

planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Ability to operate a variety of automated office machines including computers and peripheral equipment.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, toxic agents, water hazards, disease, and pathogenic substances.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Sex, Color, Religion, Sex, National Origin, Age, or Disability.