



**CITY OF SHREVEPORT
CLASS SPECIFICATION**

**DIRECTOR OF PUBLIC WORKS
APPOINTED**

Class Status: Unclassified

Date Originated: April 15, 2015

Department: Public Works

Date Revision:

Job Code: 000797

FSLA: Exempt

POSITION SUMMARY:

The Director of Public Works reports to and serves at the pleasure of the Mayor. The Director of Public Works is a key member of the Mayor's Leadership Team. An experienced group of 345 employees staff divisions including Fleet Services, Permits and Inspections, Solid Waste, Streets and Drainage, and Traffic Engineering. The position is also responsible for personnel decisions such as selection, training and discipline. The Director of Public Works reports to and has his work reviewed by the Chief Administrative Officer.

ESSENTIAL FUNCTIONS:

1. Implement the strategic plan for the public works department
2. Develop funding strategies for streets and drainage capital improvements
3. Effectively implement street sweeping, litter control, and illegal sign control programs
4. Meet and exceed current service efforts and efficiency in solid waste collection
5. Improve office efficiency and professionalism by continuing to develop staff and their customer service skills
6. Integrate public works assets and work order management with new Cityworks software
7. Identify strategies in prioritizing goals and developing and implementing objectives and tasks to move annual operations and maintenance as well as Capital Improvement Plans and roadways, drainage, and traffic at a brisk pace
8. Focus on improvements to the solid waste system and creating a more balanced cost of service between residential and commercial customers
9. Positively involve and motivate all employees within the department'
10. Strive to create a unified work environment and an atmosphere for engagement and communication among division staff
11. Empower employee, promote teamwork and develop new and unique approached to ensure that the Public Works Department provides exceptional service delivery
12. Develop an operational and maintenance program for Shreveport's infrastructure
13. The Director will multitask, think outside the box, and will be able to explore alternative revenue sources and prioritize recurring revenue opportunities to fund operations

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's Degree from an accredited college or university in Public Administration, Engineering, Management , or a related field . A Master's degree is preferred. Professional Engineer credential are highly desired

EXPERIENCE:

A minimum of seven to ten years of experience in public works, engineering, or a related field, with at least five years of progressively responsible management and supervisory experience is required in a similar population or larger local government

CERTIFICATIONS:

Possession of, or ability to obtain within six months of hire (or at the next available testing date); Louisiana Professional Engineers license (P.E.).

KNOWLEDGE:

Knowledge of federal and state grant program funding is preferred. The Public Works Director must have knowledge of capital improvement project administration, managing a large operating and capital budget, federal and state regulations, general obligation and revenue bonds, and public administration specifically as it relates to local government

SKILLS:

1. Strong and proven leadership record with the ability to implement innovative change
2. Appreciation for the cultural., ethnic, and educational diversity within the community and the organization

Must possess a valid driver's license upon appointment

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Works under pressure due to multiple calls, inquiries, and conflict. The Director is subject to many interruptions. Unpredictable situations. May be subject to long irregular work hours and may be in field as needed.

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. While performing the duties of this job, the employee is regularly required to talk, hear and sit for a prolonged periods of time. The employee is required to frequently talk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

Travel is primarily local during the business day, although out-of-the-area and overnight travel will be expected.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The City of Shreveport is an EEOC Employer