



Job Title	Public Works Division Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	12640

Class Specification – Public Works Division Manager

Summary Statement:	
<p>The purpose of this position is to manage key Public Works programs and provide the highest level of professional and technical advice for the Public Works Director and City Engineer on complex issues that are of department-wide importance or involve cross-over functions of the division. Coordinate assigned activities with other divisions, departments, and outside agencies.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Assume management responsibilities for assigned initiatives, programs, projects, initiate coordination and communication with Federal, State and local agencies on issues of joint concern, manage the safe operation of public infrastructure capital expenditures and operation and maintenance functions. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within group policy, appropriate service and staffing levels; determine need for, and manage consultant contracts for services as appropriate. Plan, direct, coordinate, and review the work plan for staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
25%	Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative, support systems, and internal reporting relations; and identify opportunities for improvement and make recommendations. Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and coordinate staff training; and work with employees on performance issues and recommend discipline. Recommend and administer policies and procedures such as operating procedures, guidelines, standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.



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15%	Provide technical advice to staff and consultants regarding design alternatives, environmental issues, utility coordination, construction management, and the public process including training of staff as directed by the Public Works Director. Ensures that projects on City rights of way meet City of Colorado Springs standards and that City's needs are addressed when appropriate. Provide coordination on special projects and lead responsibility for assigned local improvement districts. Develop and manage public information and involvement programs for assigned projects; and prepare and present information and reports to City Administration and City Council.
15%	Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating public works matters; and provide information regarding City development requirements. Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations, and procedures; and answer questions and resolve problems. Serve as a liaison for the assigned section to other City departments, divisions, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; and negotiate and resolve significant and controversial issues. Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; and identify and report findings and take necessary corrective action.

Competencies Required:
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Advanced Technical Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the implementation of programs and/ or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in civil engineering, or other related engineering field.

Experience: Seven years of full-time professional experience in public works systems and/or engineering project management experience including two years supervisory responsibility.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Licenses and/or Certifications required in accordance with established departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameter defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Rarely
Physical Hazards	Rarely
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2021