

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Public Works Director (167)
DEPARTMENT Public Works
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$37,975-64,879 (R)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Public Works

GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public works operations, including contract engineering, airport, parking, transit, streets, storm water, fleet maintenance, capital improvements, traffic engineering, and transportation.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Provides general guidance and direction to departmental employees through subordinate division directors and supervisors. Provides close to general supervision to administrative support staff.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on public works issues; provides technical insight and recommendations related to determining public works policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Meets with public, developers, entrepreneurs, and contractors; discusses capital improvement and public works issues; interprets information in city ordinances pertaining to department responsibilities; supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Determines work priorities and delegates assignments to subordinate personnel; develops guidelines and deadlines, initiates studies; supervises staff; provides quality assurance review of work in progress; monitors and administers consultant service contracts; oversees project management for the construction of the municipal public works projects; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Plans, organizes, directs and coordinates the administration of the department including all aspects of the street construction and maintenance, fleet maintenance, traffic engineering, storm drain, sewer, transit, parking, and airport, etc.; implements city policy related to department functions; develops and recommends policy changes consistent with established master plans and goals; oversees contract sanitation collection and assures adherence to service agreement.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and town safety standards; monitors department safety practices.

Identifies sources for alternative funding related to special projects; may initiate grant application activities and coordinates with town grants administrator, assists to monitor grant compliance to assure effective working relationships with funding agencies.

Initiates and coordinates with personnel office regarding various personnel actions such as recruitment, advancement, and discipline; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from college with a bachelor's degree in public administration, civil engineering, public administration or related field;

AND

Ten (10) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; two (2) years of which must have been in a supervisory capacity;

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of general civil engineering principles and practices; legal environment associated with public works projects, construction and maintenance; current methods, road and street construction and maintenance, general knowledge of parking, transit, airport operations, equipment and materials used in construction and maintenance operations; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

Considerable skill in the art of diplomacy and cooperative problem solving.

Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

SPECIAL QUALIFICATIONS:

Must possess a valid New Mexico Drivers license. Registration as a Professional Engineer is desirable.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.