
MEMORANDUM

To: Mayor and City Council

From: Nicole Stojka

Date: April 1, 2013

Subject: **Discussion of Amendment of City Position Allocation and Compensation Chart Related to the Public Works Director Position**

ITEM DESCRIPTION

To approve an update to the City Position Allocation and Compensation Chart to create one (1) new Public Works Director position.

BACKGROUND

At the Council retreat in February, there was discussion regarding the complexities of the subject matter of Public Works and the benefit to the City of having a Public Works Director employed by the City who would be able to best communicate the City's needs to the vendor.

EVALUATION

A salary study was conducted for the Public Works Director position. Staff requested job descriptions and salary data from comparable cities to establish a competitive pay range for the position. The recommended salary range for the Public Works Director position is a minimum of \$90,000 and a maximum of \$135,000.

RECOMMENDED ACTION

It is respectfully requested that Council approve the Staff's recommendation to modify the current Position Allocation and Compensation Chart to include one (1) Public Works Director position.

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Finance Director	1		\$ 95,000	\$ 142,500
Public Safety Chief of Police Deputy Chief of Police Lieutenant Sergeant Police Officer Police Service Representative (non-sworn) Crime Scene Technician (non-sworn) Property & Evidence Technician (non-sworn) Executive Assistant (non-sworn) Terminal Agency Coordinator (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 3 9 36 4 1 1 1 1 1		\$ 95,000 \$ 74,700 \$ 61,700 \$ 48,400 \$ 39,000 \$ 29,500 \$ 34,700 \$ 30,682 \$ 39,000 \$ 34,000 \$ 27,200	\$ 142,500 \$ 112,100 \$ 92,600 \$ 72,600 \$ 58,500 \$ 44,250 \$ 52,000 \$ 46,000 \$ 58,600 \$ 51,000 \$ 40,800
Municipal Court Court Administrator Deputy Municipal Court Clerk	1 2		\$ 48,666 \$ 32,000	\$ 73,000 \$ 48,000
Public Works Public Works Director	1		\$ 90,000	\$ 135,000



TITLE: Public Works Director
 DEPARTMENT: Public Works
 FLSA STATUS: Exempt

JOB SUMMARY:

The purpose of this job is to plan, organize, coordinate, and direct the day-to-day operations of the Public Works Department of the City of Dunwoody, including streets, storm water management, and engineering. Duties include, but are not limited to: supervising staff; directing activities; ensuring the timely and efficient completion of projects; and preparing and maintaining the annual budget for the Department. The Public Works Director also is responsible for determining major department policies, planning long-term programs, and making difficult administrative decisions. Duties are performed independently under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, directs, and supervises Public Works personnel engaged in the maintenance and construction of the City's streets and right-of-ways, and building and grounds maintenance activities.
- Prepares engineering designs, specifications, costs and quantity estimates for Public Works projects; obtains required easements or permits for streets and storm drainages.
- Assists in the development of City transportation projects.
- Conducts site inspections of construction projects and discusses problems that may require project changes with affected crews or contractors; recommends methods of resolving unusual, complex engineering problems related to storm water drainage, road construction and water and sewer.
- May serve as a project engineer; researches applicable codes, regulations and requirements for assigned projects; develops engineering plans and compiles preliminary layout of plans; writes specifications for plans; coordinates required advertising for bids; advises contractor(s) and construction inspectors during actual construction.
- Reviews plans through "red-lining," makes plan review comments on development plans, and assists with final decisions on coordination of development permits.
- Facilitates engineering bid proposals on City projects and provides bid recommendations to the City Council.
- Investigates citizen complaints regarding problems related to the City infrastructure and public works projects and makes recommendations for corrective action as needed.
- Ensures that work is done in compliance with state permits and regulations.
- Conducts regular inspections of the City's streets and right-of-ways to plan and schedule needed repairs and/or maintenance; supervises the installation of street markings.
- Inspects work in-progress and ensures the timely and efficient completion of assigned Public Works projects, conducts re-inspections to ensure proper completion of repairs and maintenance, and coordinates activities with other departments and agencies.



- Develops and implements work schedules, methods, practices, policies, and procedures to enhance the operation of the department.
- Ensures employees comply with City and departmental policies, procedures, and safety rules.
- Is on call for emergencies; ensures street cleanup efforts after accidents/storms, or other emergencies; provides other assistance as necessary.
- Receives, reviews, and investigates citizen complaints/requests; meets with citizens to inspect and/or discuss problems; resolves complaints/requests and schedules needed repairs, construction, or maintenance related to Public Works.
- Prepares annual departmental operating budget, reviews, approves, and monitors, expenditures within approved budget.
- Serves as purchasing agent for the department, including preparing all specifications for equipment and materials used by the department.
- Operates City vehicles in the performance of duties and/or to attend training programs.
- Attends regular scheduled meetings of the City Council and other necessary meetings.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Graduation from a four-year college or university with a degree in Engineering, Construction Management, Public Administration or a closely related field; Master degree is preferred.
- b) Must have a minimum of five (5) years professional experience in the public works field, preferably in a government setting, including three (3) years supervising a professional staff.
- c) Professional Engineer (P.E.) certification required.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of operations, services, and activities of a comprehensive public works program.
- b) Knowledge of advanced principles and practices of engineering, construction, inspection, contract management, and municipal project financing.
- c) Knowledge of advanced principles and practices of program development and administration.
- d) Knowledge of principles and practices of street maintenance, pavement management, equipment maintenance, storm drainage, traffic signals, and capital improvement projects.
- e) Knowledge of principles and practices of private development projects.
- f) Knowledge of project cost estimating and expenditure control principles and practices.
- g) Knowledge of personal computers and computer software applications.



- h) Skills in the evaluation of personnel.
- i) Ability to understand and carry out complex verbal and written instructions.
- j) Ability to communicate clearly and effectively, verbally and in writing.
- k) Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- l) Ability to deal tactfully and courteously with employees and the general public.
- m) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- n) Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- o) Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.
- p) Ability to work in a variety of extreme weather conditions for extended periods of time.
- q) Must be able to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress in order to manage controversial issues and problems.
- r) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions.

PUBLIC CONTACT:

Extensive contact with other employees, general public and governmental officials often involving problem-solving circumstances.