CITY OF KETCHUM
JOB DESCRIPTION

JOB TITLE: Public Works Director
DATE LAST REVISED: 4/23/21

DEPARTMENT: Public Works

JOB SUMMARY
The Public Works Director is a full-time position responsible for the strategic oversight of the following functions: water, wastewater, streets and facilities. This position also serves as the citywide lead on sustainability initiatives as well as project management oversight of key city projects. This is a high-level managerial position that requires strategic evaluation and execution skills.

DUTIES AND RESPONSIBILITIES
- Financial and operational oversight of water, wastewater, streets and facilities functions
- Ensure staff continues to develop professional and function as a cohesive team
- Serve as citywide lead on sustainability initiatives and projects
- Provide project management oversight on key city projects
- Oversee capital improvement planning for utilities (water/wastewater) and transportation/mobility
- Develop long-term strategy regarding water rights and water supply in light of climate change
- Serve as a member of the city’s management team
- Other duties as assigned

QUALIFICATIONS

Essential
- 7-10 years of related managerial experience
- Must be able to pass a criminal background check
- Ability to express ideas orally and in writing in a clear, concise manner
- Ability to act appropriately in stressful situations while dealing effectively and maintaining composure

Preferred
- Licensed Professional Engineer
- Bachelor’s degree in engineering, business, management or related field
- Proved experience in capital improvement planning and execution
- Experience in business case development and strategic alternatives evaluation
- Strong capabilities with information systems software and financial processes
- Prior industry experience and up-to-date knowledge of relevant trends
- Experience and ability to engage stakeholders and general public to gain feedback on city’s strategic direction

MACHINES OPERATED
- Proficiency in Microsoft Office Suite products
- Office machines (i.e., telephone, copy machine, keyboard, etc.).