

City of New Orleans

Public Works Director

BACKGROUND

New Orleans is one of the world's most fascinating cities – it's home to a truly unique melting pot of culture, food and music. The city was named after the well-known Duke of Orleans, and it is famous all around the world for its distinct and unique architectural style that encompasses French and Spanish elements. Situated on a bend of the Mississippi River 100 miles from its mouth, New Orleans has been the chief city of Louisiana and the Gulf of Mexico's busiest northern port since the early 1700s. Founded by the French, ruled for 40 years by the Spanish and bought by the United States in the 1803 Louisiana Purchase, New Orleans is known for its distinct Creole culture and vibrant history. Significant battles of the War of 1812 and the Civil War were fought over the city.

The U.S. Census Bureau estimated the population of New Orleans to be 391,495 in 2017. The 2018 adopted operating budget for the City is \$647M and the capital budget is \$691M.

GENERAL DESCRIPTION

The City of New Orleans is seeking a licensed Professional Engineer to plan, direct, manage and oversee the activities, projects and operations of the Public Works Department's five divisions including, but not limited to, approximately 1,547 miles of streets (21,000,000 square yards of pavement), 149 bridges, 65,000 catch basins and approximately 8,200,000 linear feet of drainage lines in the City of New Orleans; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Department.

KEY RESPONSIBILITIES

Essential duties and responsibilities

In accordance with the City Charter, The Department of Public Works, headed by a Director of Public Works, shall:

- Provide for the design, construction, paving, maintenance, and marking of streets, bridges, and related structures and approaches.
- Supervise, regulate and control installations in, above or under streets.
- Establish elevations and control grades of streets.
- Collect and compile traffic data as directed by the Mayor or by ordinance; prepare engineering studies with regard to vehicular and pedestrian traffic as directed by the Mayor or by ordinance; prescribe regulations governing traffic and parking on streets and other public places; and determine the type, need, and location of all traffic control devices and markings and install, design, construct, operate, and maintain them.
- Coordinate construction and maintenance projects with other departments, boards, and agencies of government and public utilities.
- Coordinate or manage public works projects in the process of construction or acquisition and monitor their present status, the amounts spent or to be spent thereon, and the work required to complete each undertaking with a schedule for such completion.
- Keep the Mayor, the Council, the Chief Administrative Officer, and the City Planning Commission informed as to the status of public construction and maintenance projects.
- Recommend terms to be incorporated in contracts for supplying utility services for City buildings or facilities and for supplying street lighting services to the City and shall supervise performance under such contracts.
- Perform such other duties as are required by this Charter or assigned in writing by the Mayor.

Additional Responsibilities

1. Assume full management responsibility for all Public Works Department services and activities including, but not limited to:
 - the safe and sustainable construction and maintenance of transportation facilities for users of vehicular, bicycle, pedestrian and rail transportation; recommend and administer policies and procedures;
 - enforcement of the City ordinances in regard to public safety by managing curb space (on-street parking), including ticketing and towing violating vehicles, immobilize vehicles, and towing abandoned vehicles;
 - maintaining and replacing pavement markings, and maintaining, replacing, installing and repairing street signs (name and directional) and traffic signals, and issuing street closure permits and other related permits;
 - planning, developing and executing of capital improvement projects involving the City's major, and minor streets and off-system bridges;
 - reviewing all proposed subdivision plans and establishing the departmental technical and engineering policies for street rights-of-way according to the City Code; and
 - providing street lighting maintenance and related services throughout the City and to certain public facilities.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each of the five divisions.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Serve as one of the City's resource for technical engineering expertise.
8. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
11. Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
12. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
13. Represent the Public Works Department to the general public, coordinate/facilitate Public Works activities with public service needs.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive public works program.
- Management skills to analyze programs, policies and operational needs.

- Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- Principles and procedures of facility maintenance.
- Principles and practices of program management, development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluations.
- Current Human Relation and employee labor law issues.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Public Works Department.
- Determine the feasibility of various municipal projects.
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- Identify and respond to community issues, concerns and needs.
- Develop and administer goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.

Experience:

- Eight years of increasingly responsible experience in public works management, construction or a related field, including four years of administrative and supervisory responsibility.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Residency Requirement

- Must establish permanent residence within the incorporated boundaries of the City of New Orleans within the ninety (90) after date of employment.

License or Certificate

- Possession of, or ability to obtain, an appropriate, a valid driver's license or State-issued identification card.
- Possession of a Professional Engineers license (P.E.).

OFFERS OF EMPLOYMENT

Prior to appointment, we will verify education, driver's license and/or professional licenses/certifications claimed by the applicant to qualify for the position. If selected for hire, applicants must provide original documents of their qualifying credentials to the Forward Together New Orleans recruitment team prior to onboarding with the City of New Orleans.

Offers of employment are required to be withdrawn for applicants who are found to have misrepresented their credentials during the application process.