



**JOB DESCRIPTION**

**PW Director/Town Engineer**

**Required Licenses or Certifications:**

Registration as a Professional Civil Engineer in Arizona.  
Possession of a valid driver's license.

**Required Knowledge of:**

- Principles and practices of civil engineering and project management.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of road construction, maintenance and repair.
- The topography and political boundaries of the Town.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals and related sources.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise staff.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.

**Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_