

DIRECTOR OF PUBLIC WORKS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department including public works construction, city and traffic engineering, streets, parks, facilities and fleet maintenance, and water/wastewater operations; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including public works construction, city and traffic engineering, streets, parks, facilities and fleet maintenance, and water/wastewater operations; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
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 staff, the Public Works department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key 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. Evaluate and forecast the City's public works needs; develop and design capital improvement projects; oversee the administration and inspection of capital improvement projects.
7. Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications; recommend modifications; process payment requests.

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8. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
11. Represent the Public Works department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
12. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Provide staff support to assigned boards and commissions.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works engineering, construction, maintenance and water/wastewater operations.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive public works program including public works construction, city and traffic engineering, streets, parks, fleet and facilities maintenance, and water/wastewater operations.
- Methods and techniques of developing and implementing public works construction and maintenance programs.
- Principles and practices of program development and administration.
- Principles and practices of traffic engineering.
- Principles and practices of public works engineering and construction projects.
- Funding sources available for public works capital programs.
- Principles and practices of water and waste water systems.
- Principles and practices of contract administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Methods of assessing municipal operating requirements.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Principles of human resource management and organizational development.
- Pertinent Federal, State, and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment including a computer and applicable software.

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- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

Ability to:

- Manage and direct a comprehensive public works program.
- Provide effective leadership.
- Coordinate a variety of program activities.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Work independently and as part of a team.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- 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 and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, 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.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible public works experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, public administration or a related field. A Master's degree in a related field is highly desirable.

Licenses and Certifications

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

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WORKING CONDITIONS:

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

CAREER PROGRESSION

FROM: Director of Public Works

TO: Deputy City Manager or City Manager

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