



Public Works Director

Purpose of the role:

Under general administrative direction, plans, organizes, and directs the operations, programs, and services of the Public Works Department; manages and directs the services of the Municipal Service Center, Resource Management, Engineering, and Wastewater Treatment divisions; provides expert professional assistance to the City Manager in areas of expertise, including municipal engineering, water supply and distribution, wastewater collection and treatment, capital improvements program, traffic engineering, environmental programs, fleet management and street and landscape maintenance; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex staff support to the City Manager; and performs related duties as assigned.

Distinguishing Characteristics:

The Public Works Director is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of all departmental functions. The incumbent is responsible for developing and accomplishing department objectives and goals within guidelines established by the City Council and City Manager. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates and evaluates the work of the Public Works Department; develops, implements, and monitors, with division managers, long-term plans, goals, and objectives focused on achieving the City's mission and Council priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of division managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides leadership and works with division managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Advises the City Council, City Manager, and others on departmental issues; assembles necessary resources to deliver public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Monitors developments related to public works and utility matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Directs the activities of the Municipal Service Center division; ensures maintenance activities are completed on time and within budget.
- Directs the activities and operations of the Resource Management division; ensures environmental programs are in compliance with federal, state and local regulations.
- Directs the services of the Engineering division; evaluates and forecasts the Department's capital improvement needs; recommends to the City Manager and City Council specific capital projects.
- Directs the activities and operations of the Wastewater Treatment division; ensures compliance with mandated regulations, policies, and procedures.
- Meets with developers, contractors, engineers, consultants, and other professionals with regard to the approval, development, preparation, monitoring and coordinating of projects of a public works/engineering nature and in regard to the operations and maintenance of public works facilities.
- Provides staff assistance to the City Manager; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains effective relationships with a variety of community organizations, groups and individual to promote positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Maintains current knowledge of new trends and innovations in the field of engineering and public works maintenance, construction, and repair; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.

- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive public works program including public works maintenance and operations, capital improvement engineering and administration, traffic engineering, municipal water systems, and wastewater collection and treatment.
- Concepts, theories, principles, and practices of engineering including land surveying, mapping, and traffic engineering.
- Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems including that of wastewater collection and treatment facilities.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of construction/capital improvement project management, administration, and coordination.
- Principles and practices of program development and administration.
- Mathematical principles as applied to civil engineering work.
- Types and level of maintenance and repair activities generally performed in a public works program.
- Principles and practices of public relations.
- Principles and practices of public administration, including purchasing and the maintenance of public records.
- Organization and functions of an elected City Council.
- The City's Personnel Rules and Regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Manage and direct a comprehensive public works program including public works maintenance and operations, capital improvement engineering and administration, traffic engineering, municipal water systems, and wastewater collection and treatment programs.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.

- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, 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.
- Present proposals and recommendations clearly and logically in public meetings.
- Evaluate management practices and adopt effective courses of action.
- Negotiate and administer various contracts and agreements.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain 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.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Team Builder
- Strategic Thinker
- Results Oriented
- Planner and Organizer
- Interpersonally Effective
- Problem Solver and Decision Maker
- Technically Knowledgeable

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

Education and Experience Guidelines:

Education:

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

Experience:

Ten years of increasingly responsible civil engineering and public works or utilities experience including three years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

A valid certificate of registration as a Professional Civil Engineer issued by the California Board for Professional Engineers and Land Surveyors.

The conditions herein 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 job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; grasp, repetitive hand movement, and coordination in preparing reports using a computer key board. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; extensive interaction with officials, City staff, and the general public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 5/1/06

5/1/06:

- Incorporated language to include more specific information on registration requirements.