

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.*

SUMMARY DESCRIPTION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Public Works Department including streets, storm drain, utilities, water distribution, and wastewater collection and treatment divisions; ensures all resources within each division are properly allocated and managed; provides long range planning for department programs, projects, and needs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Director of Public Works is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall. The incumbent is responsible for accomplishing the City's goals and objectives related to assigned program areas.

REPRESENTATIVE DUTIES

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.

1. Assumes full management responsibility for all Public Works Department services and activities including streets, storm drain, utilities, water distribution, wastewater collections and treatment divisions.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. 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.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Public Works Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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7. Oversees and participates in the development and administration of the Public Works Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Oversees and prepares plans, specifications, and bid proposals for public works projects; ensures the proper inspection of public works construction projects.
9. Provides support to the Engineering Department for accomplishment of the City's capital improvement projects, engineering studies, and administrative reports.
10. Directs the activities and operations of the City's utilities, streets, and equipment maintenance programs; ensures maintenance activities are completed on time and within budget.
11. Develops in coordination with the City Engineer an annual plan for the maintenance of streets and utilities distribution and collection systems.
12. Manages the operations and maintenance of the water distribution and wastewater treatment facilities; ensures compliance with applicable state, federal, and local laws and regulations.
13. Prepares long-range planning and project development and oversight for assigned divisions, coordinates financing of projects as necessary.
14. Coordinates and conducts negotiations related to water production and acquisition activities.
15. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
16. Represents the Public Works Department to other departments, elected officials, and outside agencies including community organizations; develops community resources; coordinates assigned activities with those of other departments and outside agencies and organizations.
17. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
18. May participate on a variety of boards, commissions, and committees including City Council committees.
19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of public works maintenance and operations; incorporates new developments as appropriate.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
21. Performs related duties as required.

QUALIFICATIONS

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:

1. Operations, services, and activities of a comprehensive public works program including

- utilities, and public works maintenance and operations services and activities.
- 2. Methods and techniques of research and report writing.
- 3. Advanced principles and practices of program development and administration.
- 4. Principles and practices of municipal budget preparation and administration.
- 5. Principles of supervision, training, and performance evaluation.
- 6. Operations and legal requirements of water and wastewater treatment facilities.
- 7. Methods, materials and techniques employed in public works construction.
- 8. Principles and practices of public relations.
- 9. Principles of public financing, contracting, and budgeting.
- 10. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- 1. Manage and direct a comprehensive public works program including utilities, and public works maintenance and operations services and activities.
- 2. Develop and administer departmental goals, objectives, and procedures.
- 3. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- 4. Identify and respond to sensitive community and organizational issues, concerns, and needs. Plan, organize, direct, and coordinate the work of lower level staff.
- 5. Delegate authority and responsibility.
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- 7. Delegate authority and responsibility.
- 8. Select, supervise, train, and evaluate staff.
- 9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 10. Research, analyze, and evaluate new service delivery methods and techniques.
- 11. Prepare clear and concise administrative and financial reports.
- 12. Prepare and administer large and complex budgets.
- 13. Interpret and apply applicable federal, state, and local policies, laws, and regulations.

14. Coordinate with engineering for development of designs, plans, drawings, and specifications for public works construction and alteration projects.
15. Provide clear concise, and professionally sound consultation to the City Council, City Manager, and other interested parties on public works issues.
16. Prepare grant applications and administer grant programs.
17. Make effective public speaking presentations.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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/Training:

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

Experience:

Six years of increasingly responsible public works operations experience or professional civil engineering experience involving the planning, financing, design and construction of public works projects including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Within one year of appointment, possession of a California SWRCB Drinking Water Distribution Operator Grade D1 Certification.

Within one year of appointment, possession of a CWEA Collection System Maintenance Grade 1 Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment:

Work is performed primarily in a standard office environment with some travel to different sites; when visiting construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

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Johnson & Associates