

## **PUBLIC WORKS DIRECTOR**

### **DEFINITION**

Under administrative direction, plans, organizes and provides administrative direction and oversight for all public works functions and activities, which include infrastructure engineering, design and construction; streets and traffic control; underground water and wastewater facilities; storm drainage structures; review of private sector development; facility, equipment and infrastructure maintenance; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is given by the City Manager. Provides general direction and supervision to public works staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This department head classification oversees and directs all activities of the Public Works Department, including short- and long-range capital improvement planning and development and administration of State and Federal funds for transportation improvement and local transit operations. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budgets.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Plans and coordinates the Capital Improvement portion of the Development Impact Fee Program.
- Performs the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Reviews, approves and signs plans and specifications for City infrastructure and facilities, assessment districts, subdivisions and developments.

- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees the development or update of the City's stormwater, wastewater and water plans, and programs, the Capital Improvement Plan and other plans related to municipal infrastructure.
- Oversees traffic engineering and transportation planning activities; develops local, state and federal funding sources for such activities.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public works development, maintenance and management in a municipal setting.
- Principles and techniques of capital improvement engineering, design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and concepts of municipal infrastructure maintenance, repair and replacement, including streets, facilities and underground lines, including those for water distribution and wastewater collection.
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive public work design, engineering, construction and maintenance program.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.

- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a field related to the work and five years of supervisory or administrative experience in either a public works setting or as a professional engineer working with public agencies, including experience in overseeing the development of capital improvement projects is desirable. Possession of a Master's Degree in a field noted above is highly desirable and may be substituted for one year of the required experience.

**License:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Must possess a valid certificate or registration as a Professional Engineer in the State of California.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City infrastructure, development, field operations and work sites and meeting sites, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.