



July 22, 2019
FLSA: Exempt

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, plans, organizes, controls, and directs Public Works operations and activities including the construction, installation, maintenance, and repair of streets, sidewalks, buildings and water, sewer, and wastewater systems and equipment; coordinates and directs Public Works communications, projects, personnel, and information to meet City needs and ensure department efficiency; supervises and evaluates the performance of assigned personnel; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over supervisory and technical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, controls, and directs public works operations and activities including the construction, installation, maintenance, and repair of streets, sidewalks, buildings, and water, sewer, and wastewater systems and equipment; establishes and maintains budgets, timelines, and priorities; ensures department activities comply with established laws, codes, regulations, ordinances, policies, and procedures.
- Coordinates and directs communications, projects, personnel, and information to meet City needs and ensure department efficiency; plans, schedules, develops, and implements construction, installation, maintenance, and repair projects; inspects completed projects for accuracy, completeness, and compliance with established standards and specifications.
- Supervises and evaluates performance of assigned personnel; interviews and selects employees; recommends transfers, reassignment, termination, and disciplinary actions; coordinates subordinate work assignments and schedules; reviews work to assure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.

- Estimates and procures adequate personnel, materials, and equipment needed for installation, construction, maintenance, and repair projects and activities; compiles and prepares cost estimates; monitors, assesses and modifies activities in response to project progress; monitors and ensures adequate equipment and supply levels; coordinates purchase of equipment and supplies.
- Coordinates and directs the installation, maintenance, and repair of City water and sewer lines and systems; ensures proper cleaning, repair, and replacement of related fixtures, parts and equipment; directs activities and projects to ensure safe and efficient water and sewer line flow, operations, and services.
- Directs wastewater treatment plant and facilities operations and activities involved in maintaining safe wastewater quality for the City; directs the collection, testing, and analysis of wastewater samples to ensure safe wastewater quality; ensures adjustments are made on an ongoing basis to continuously meet wastewater quality standards.
- Receives, prioritizes, and coordinates responses to requests for information or service concerning streets, sidewalks, buildings and water, sewer and wastewater systems and equipment; coordinates and directs communications, projects, and personnel to meet City needs and ensure efficient department activities.
- Develops and prepares the annual preliminary budget for the Public Works department, Capital Improvement Plan, and Fleet Equipment and Replacement Program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; assists with the preparation of grant applications.
- Oversees and ensures compliance with State permits and regulations, including the Wastewater Treatment Plant National Pollutant Discharge Elimination System (NPDES) Permit and established safety standards and procedures.
- Assists in formulating and developing policies, procedures, and programs for the department; coordinates public works response to City Manager and City Council requests and concerns.
- Oversees the Capital Improvements Program (CIP) to complete major infrastructure projects; participates in the development and design of architectural and engineering construction specifications; coordinates public works projects with outside contractors; prepares RFQs and RFPs; inspects contractor work for accuracy and completeness.
- Directs the preparation and maintenance of various records and reports related to projects, work orders, inventory, personnel, wastewater, coliform, and assigned activities; ensures mandated reports are submitted to appropriate governmental agency according to established time lines; prepares staff reports to City Council.
- Attends and conducts a variety of staff, project, and safety meetings; attends and participates in City Council and various committee meetings as directed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of planning, organization, scheduling, implementation, and direction of public works operations and activities including the construction, installation, maintenance and repair of streets, sidewalks, buildings and water, sewer and wastewater systems and equipment.
- Practices, procedures, methods, and materials used in the construction, installation, maintenance and repair of streets, sidewalks, buildings and water, sewer, and wastewater systems and equipment.
- Applicable laws, codes, rules, regulations, policies and procedures.

- Principles and practices of inventory management.
- Principles and practices of budget preparation and oversight.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Capital Improvements Program (CIP), Fats, Oils, and Grease (FOG) Control Program, and Fleet and Equipment Replacement Program.
- Provide administrative and professional leadership and direction for the division and the City.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Estimate personnel, material, and equipment needs to ensure adequate project resources.
- Analyze situations accurately and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree in public administration, construction management, or a related field and five (5) years of increasingly responsible work experience in a construction-related field, including two (2) years performing public works functions in a supervisory capacity.

Licenses and Certifications:

- Possession of a California driver's license is required by the California Department of motor vehicles to perform the duties of the position.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.