

**DIRECTOR OF PUBLIC WORKS / CITY ENGINEER**

*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 qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction, plans, manages, organizes, directs and performs professional level work in support of all City public works activities, including engineering design, public works construction and inspection, the repair and maintenance of City infrastructure, including streets, water, wastewater, parks, and facilities. Ensures safe work practices, coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies, and procedures; provides highly complex staff assistance to the City Manager and the City Council; serves as a technical resource for assigned staff; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Public Works Director** is the administrative management level class who manages, either directly or through subordinate supervision, the full range of public works functions for the City. In addition, the incumbent serves as the City Engineer and in this role oversees and ensures the provision of expert professional assistance to City staff by consultants and others in engineering design, public facility construction and review of plans and specifications. Responsibilities include formulating policy, developing goals and objectives and supervising staff in addition to representing the City in a variety of meetings and contacts with public agencies, private groups, and individual citizens. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Develops, recommends and implements goals, objectives, policies, operating procedures and controls for engineering design and review, capital construction, and inspection, infrastructure and equipment maintenance and related functions.
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff; selects personnel and provides for their training and development; interprets City policies to employees.
- Serves as City Engineer; oversees and coordinates the work of City engineering staff and contract professional experts providing technical services to the City; negotiates and administers consultant contracts.

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- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plans, specifications, and budgets and in a timely manner; directs and coordinates public works inspection activities.
- Develops and administers the Department's budgets; oversees and completes the preparation, submission, and implementation of all budgets for building and equipment maintenance, and the water, wastewater, parks, and streets operations; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for the various functions; monitors the approved department budget; coordinates with outside vendors for various supplies and services; requisitions and orders needed materials, parts, and equipment.
- Directs and coordinates the work of staff involved in the maintenance and repair of City streets, storm and sanitary sewers, water production and distribution facilities; landscaped areas, facilities and equipment; recommends and oversees contract maintenance and repair services as appropriate.
- Directs and monitors contract services for park and landscape assessment districts' maintenance.
- Develops and implements work standards, reporting procedures and related internal controls to support effective management of assigned functions.
- Oversees the selection, training, motivation, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Maintains complete records of the water system and wastewater collection infrastructure; provides coordination of water and wastewater utility programs and projects.
- Attends meetings and makes oral presentations before the City Council, commissions, committees, community groups, boards, and other governmental agencies.
- Monitors legislation and developments related to planning, building, and public works related matters; evaluates their impact upon City activities; recommends and implements improved policies and procedures.
- Responds to difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within assigned department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Administrative principles and practices, including goal setting, program development, implementation, and employee supervision; principles and practices of engineering design and construction management; principles and practices of public facility construction, and maintenance in a municipal setting; applicable federal, state, and local laws and regulations; capital and operating budget development and implementation; funding sources impacting program development; principles of contract negotiation and administration; principles of building inspection and plan review; computer applications related to assigned functions; basic

principles and terminology of water production and distribution; basic principles and terminology of wastewater treatment and disposal.

**Ability to:** Plan, direct, manage, and coordinate the work of the Public Works Department; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; provide professional and technical advise regarding program activities to the City Manager and the City Council; attend evening meetings as required; negotiate and oversee consultant contracts; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; assist in the develop and administration of a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; perform mathematical calculations quickly, and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:** Operate an office computer and a variety of word processing and software applications.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Public Works Director**. Equivalent to graduation from a four year college or university with major coursework in civil engineering or a field related to the work and EITHER three years of administrative or managerial engineering experience, preferably in a municipal or similar public works setting; OR five years of professional engineering or related experience, including two years in a supervisory or administrative capacity. Some experience with the planning and/or building inspection functions is desirable.

**License/Certificate:** Registration in the State of California as a Professional Civil Engineer. Registration in the State of California as Land Surveyor is highly desirable, if civil engineering license does not cover land surveying. Possession of a valid California driver's license.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag, and push files, paper, documents, tools and equipment weighing in excess of 50 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT