

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct, supervise, and review the activities of the divisions of a municipal public works department; and ensure the proper performance of those duties.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Responsible for direct and indirect supervision over assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Direct, coordinate, and participate in the development and implementation of departmental goals, objectives, policies, procedures, and priorities, and provide staff leadership on policy planning for public works activities. Plan, organize and direct the operations and activities of the City's Public Works Department. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards. Prepare and direct the preparation of various reports to the City Council and state and federal agencies; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Establish work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Administer and oversee assigned contractual

agreements between the City and other agencies, private organizations and individual members of the public. Represent the City before the City Council, community, outside agencies and at professional meetings as appropriate. Recommend adoption and assist in the preparation of ordinances; prepare and recommend fees. Serve as Acting City Manager as assigned. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of municipal public works planning, design, construction, maintenance, and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Civil engineering principles and practices as applied to the field of municipal public works, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.

Strategic goals, program outcomes, and performance measures that can be applied to the evaluation of Public Works activities.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works.

Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports in accordance with laws, regulations, and policies.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement services which will meet the changing public works needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal effectively with other department directors, elected officials, outside agencies, contractors, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Apply strategic goals, program outcomes and performance measures in to Public Works operations in order to facilitate innovation and continuous improvement.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major work in civil engineering, environmental studies, public administration or a closely related field is required. A Master's Degree in engineering, public administration, or management is preferred.

Experience:

Five years of increasingly responsible professional civil engineering experience is desirable; with at least three years of responsible administrative/management experience in the public sector.

License or Certificate

Required upon hire, possession of a valid California driver's license.

Council Action: January 8, 2008