



Department:	Public Works/Engineering
Bargaining Unit:	Executive Management
Salary Range:	X76
Last Revision:	March 1996

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Public Works Department including engineering, building maintenance, streets maintenance, landscape, vehicle maintenance programs; storm drain, sanitation and water maintenance; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercise direct supervision over supervisory, professional, technical, maintenance, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Public Works Department services and activities including engineering, building maintenance streets maintenance, vehicle maintenance, sanitation and water maintenance.

Manage the development and implement of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within city policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represents the Public Works Department to other City departments, elected officials and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan; direct, and coordinate the Public Works Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Public Works Department activities with those of other departments and outside agencies and organization.

Provide staff assistance to the City Manager and City Council, prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to public works programs, policies and procedures as appropriate.

Assist in the preparation and implementation of long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.

Conduct negotiations for contracts and agreements with consultants, developers, municipal service providers and other agencies; recommend acceptance and rejection of bids to City Council; direct and manage the work of consultants and contractors on City projects.

Manage traffic engineering activities and engineering services related to City utility systems.

Perform the duties and responsibilities of superintendent of Streets as defined in the State Streets and Highways code; direct and oversee street opening permit issuance procedures.

Establish engineering standards and specifications for subdivision improvements; review plans and specifications, designs, reports, and studies; review subdivision maps; review documents, accept on behalf of the City, and affix signatures to offers and grants of dedications for rights-of-way easements, and lands conveyed to the City.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of engineering and building, streets, and vehicle maintenance.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as the City Manager upon the request or absence of the City Manager.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristic, services, and activities of a comprehensive municipal public works program.

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

Modern and complex principles and practices of program development and administration.

Operating principles and practices of sewer and water systems.

Current social, political, and economic trends and operating problems of public works operations.

Planning, engineering, and project administration theory, principles, standards, and practices and their application to a wide variety of activities.

Civil engineering principles, practices, and methods.

Methods, materials techniques, and equipment used in the construction of facilities and systems.

Research methods and sources of information related to civil engineering.

Recent development, current literature, and trends relating to engineering program administration.

Principles and practices of traffic engineering and transportation planning.

Methods and techniques of land surveying.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Department.

Development, implement, and administer goals, objectives and procedures for providing effective and efficient engineering, building maintenance, streets maintenance vehicle maintenance sanitation and water maintenance services.

Plan, organize, direct and coordinate the work of supervisory, professional, technical, maintenance, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulation pertaining to assigned programs and functions.

Plan and design land development control, capital improvement, and engineering projects.

Read and interpret technical plans, specifications, and state and federal regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Seven (7) years of responsible public works administrative experience including five (5) years of management and supervisory experience.

Training:

Equivalent to a Bachelor=s degree from an accredited college or university with major course work in engineering; public administration, business administration, or a related field.

License or Certificate:

Possession of a Certificate of Registration as a Professional Engineer in the State of California.

Note: Registration pre 1982, Land Surveyor Certificate is not required. Registration post 1982, Land Surveyor certification is required.

Possession of Grade II Sewer Treatment Operator Certificate issued by State of California is desirable.

Possession of Grade II Water Treatment Operator Certificate issued by State of California is desirable.

Possession of, or ability to obtain, an appropriate, valid driver=s license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; some exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

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Resolution 96-109**