

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction of the City Manager, plans, manages, oversees, and directs the operations and services of the Public Works/Engineering, Streets and Utility Departments, which are responsible for the planning, design, construction and maintenance of City public works in the areas of water, wastewater, storm drains and streets. The incumbent coordinates activities with other City officials, departments, outside agencies, organizations, and the public; ensures that department activities are consistent with federal and state laws and City ordinances, policies and procedures; and provides responsible and complex staff support to the City Council and City Manager.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to develop, direct and administer daily operations and maintenance functions for the Public Works department. The work is performed under the direction of the City Manager and requires the exercise of independent judgment and initiative. Supervision is exercised over all technical and operational support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, implements and maintains Public Works/Engineering Department goals, objectives, priorities, policies, procedures, and work plan; works directly with City personnel in the development and interpretation of City and department policies; confers with engineers, legal advisors, citizens, and City officials on human resource management problems; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; identifies and resolves problems and/or issues; ensures that goals are achieved in a timely manner.
- Accepts full administrative responsibility for all of the Public Works/Engineering Department related activities and services, including engineering, streets, fleet, water, parks and landscape maintenance and facilities maintenance; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Oversees the selection, training, and evaluation programs for department personnel; provides or coordinates in-service training and employee recognition programs; identifies and resolves Public Works/Engineering staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes, and regulations.

- Prepares, manages, and coordinates the development of the Public Works/Engineering Department's budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Develops and implements the City's Capital Improvement Program and budget; directs the preparation of plans, specifications, cost estimates, and contract documents; oversees the administration of contracts; may visit construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services.
- Administers and/or oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, water distribution systems, buildings, traffic control devices, and other related facilities and equipment for maintenance, repair, and replacement.
- Ensures compliance with applicable water and sewer operation permitting requirements; coordinate activities with regional water providers, waste collection operators, and other jurisdictions.
- Provides assistance to the City Manager, City Council, various commissions and committees, and all City staff; serves as a technical resource; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; drafts proposed resolutions and ordinances; prepares correspondence and reports and makes recommendations to the City Manager.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering and public works; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Functions as a member of the City's management team and participates actively in addressing issues of concern to the City, which at times may not have a direct impact on the director/engineer's area of specialty.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of Public Works and Engineering management; principles of administration, organization, and operation; principles, practices, and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects; principles and practices of funding and budget development, administration, and evaluation; principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, water distribution system maintenance, sewerage collection systems construction and maintenance, facilities maintenance, capital projects, and public utilities; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, grants and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods and equipment, including a computer and applicable software; knowledge of personnel selection, supervision, training, and performance evaluation: methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Skill in:

- Managing, directing, and coordinating the work of supervisory, professional, and technical personnel.
- Providing administrative and professional leadership and direction for the Department.
- Preparing and administering complex municipal budgets
- .Preparing clear and concise administrative and financial reports.
- Analyzing problems and identifying alternative solutions
- Troubleshooting vehicle, water, sewer, parks, and facilities deficiencies.
- Analyzing complex programs, documents, and financial reports, including making recommendations for options and improvements.
- .Projecting consequences of proposed actions and implement recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Interpreting and applying Federal, State, and local policies, procedures, laws, and regulations.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard and customized software applications appropriate to assigned tasks, including spreadsheets.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

- Monitors local, state and federal grant programs for potential project funding; preparing funding applications for public works and capital improvement projects; monitoring grant expenditures and preparing reports as required.
- Preparation of bid specifications for vehicle and equipment acquisitions/leases, and bid packages for capital facility projects and community improvements.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and display integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid Class C California State Driver's license

Required Education and Experience:

A bachelor's degree in civil engineering or a closely related field with at least four years of progressive responsible experience in civil municipal engineering and/or public works administration and a minimum of two years of supervisory experience. Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

Desirable licensed, or ability to be licensed, as a Grade II or above water, and wastewater treatment plant operator.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold with extreme sun exposure. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, plans, paper, and documents weighing up to 25 pounds are also required.

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