

## **PUBLIC WORKS DIRECTOR**

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### **DEFINITION**

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Under administrative direction, plans, directs and manages a variety of City operations and business services including engineering, building and public works; performs related duties as required

### **DISTINGUISHING CHARACTERISTICS**

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This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are example of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.*

1. Plans, organizes and manages such City operations as engineering, building, and public works, which include refuse collection and recycling, maintenance of streets, sewer, storm drainage systems, water utilities, traffic signal systems, water utilities, wastewater treatment, environmental laboratory, equipment maintenance and warehousing.
2. Supervises key management employees (e.g., City Engineer, Field Services Manager, etc.), responsible for operation activities and administrative support staff.
3. Implements City policy and applicable laws relating to engineering, building and public works, including laboratory services; may, depending upon qualifications, serve as the City's Chief Building Official.
4. Provides staff assistance to the City Manager in conducting and presenting administrative studies; prepares and monitors the department's annual budget that includes general and enterprise funds; prepares and recommends funding sources for the long range capital improvement plans; prepares and present a variety of reports both verbally and in writing.
5. Investigates and resolves complaints regarding subordinate activities and personnel; acts as source of information for City engineering, building and public works activities.
6. Serves as a member of the City's management team; serves on the management team for meet and confer sessions; may participate in administrative studies in areas outside the scope of regular duties.
7. Represents the City at, and may serve on, various local, State and Federal regulatory board and agencies for the City's water system, sewage collection and treatment systems, and collection and recycling of the City's solid waste.
8. May be assigned additional professional/managerial duties as necessary.

9. Represents and supports the policies and procedures established by the City Council and City Manager.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in engineering and/or business/public administration and five years of managerial experience which includes responsibility in civil engineering and/or municipal public works operations, or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or a related field is desirable.

### **Knowledge of:**

Theories, principles, methods and techniques of management, supervision and operation; operation and work methods typical of the function areas described above including budgeting and administration; principles and practices of municipal engineering, building and public works operation, including planning and development, design, construction, operation and maintenance.

### **Ability to:**

Manage diverse operational activities; supervise employees including subordinate managers; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of department service; establish and maintain cooperative working relationships; communicate effectively, both verbally and in writing; deal with conflict situations and direct effective resolution; establish and maintain effective working relationships with City officials, outside agencies and the general public.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

### **Physical Demands**

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and other references materials; occasional lifting of objects up to 25 lbs.; moving from place to place within an office; some reaching for items above and below desk level; strength, dexterity, coordination and vision to use a keyboard and computer.

## **WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; daily use of a computer; some travel by car may be required to attend meetings outside of normal business hours; long hours including evenings and weekends are frequently required.

Date Adopted: 09-01-02