



July 2024
FLSA: EXEMPT; AT-WILL

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction of the City Administrator, the Public Works Director plans, organizes, coordinates, directs and manages the programs, projects and activities of the City's Public Works Department; formulates and implements departmental policies, goals and directives; provides expert professional assistance to city management staff on public works matters, coordinates with contractors, engineers, and architects to ensure successful project execution, develop project scopes, budgets, schedules, and resource plans , performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Administrator and directly supervises all of the Public Works Department and projects.

CLASS CHARACTERISTICS

This at-will, single position class has department level responsibility for all activities of the Public Works Department. Incumbents perform overall policy development, program planning, project planning and execution, fiscal management and operation of assigned divisions, including Water, Sewer, Sanitation, Streets, Fleet and Equipment Maintenance, Facilities Maintenance and administration of the associated services contracts. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, strong and effective communication skills, and the ability to manage independent projects. The incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering city goals and objectives. The incumbent makes informed decisions under pressure, balancing technical considerations, budget constraints, and stakeholder interests. The incumbent ensures all public works activities comply with federal, state, and local regulations, codes, and standards.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, directs and implements the goals, objectives, work standards and departmental administrative policies and procedures; prepares and administers the department's budget.
- Plans, organizes, coordinates, directs and manages, either directly or through subordinate supervisors, all public work functions of the City.
- Works closely with the City Council, City Administrator, and other City departments and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public works issues.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, assesses and

monitors the distribution of work, support systems, and internal reporting relationships, identifies opportunities for improvement, directs the implementation of change.

- Negotiates contracts and agreements, coordinates with legal counsel to determine City needs and requirements for contractual services.
- Makes interpretations of city regulations and codes and applicable laws and provides technical assistance to staff and commissions.
- Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Confers with and provides input to the City Administrator regarding matters effecting employer-employee relations; provides for the selection, work review and professional development of staff.
- Establishes and monitors performance standards for the department; evaluates work performance of staff; implements progressive employee discipline procedures as needed.
- Coordinates the formulation of long-range planning, including financial, operations and maintenance and capital improvement plans.
- Plans, coordinates, schedules, and implements the Capital Improvement Projects related to Public Works Department.
- Represents the City and the Public Works Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Directs the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Prepares a variety of written correspondence, reports, policies, procedures, ordinances, and request for proposals/bids, agreements, and other written materials.
- Prepares and presents oral and written reports to City Council.
- Monitors service performance and quality, evaluates public works operations and implements policy and procedure improvements.
- Monitors developments related to delegated service area, evaluates their impact on City operations and implements policy and procedure improvements.
- Evaluate and improve operations to effectively manage costs.
- Ensure effective management of fleet maintenance to improve operations.
- Manage the solid waste collection and recycling contract(s) to provide cost effective services to the community.
- Manage the operators contract for the water and wastewater systems to meet all regulatory requirements and provide cost effective operations.
- Works with Regional Water Quality Control Board, Air Pollution Control District and other Federal, State and Local agencies issuing permits for public works operations.
- Enhance the City's conservation efforts, i.e. water conservation, energy, etc.
- Identify alternatives for service delivery including outsourcing and private sector partnerships.
- Maintains and directs the maintenance of working and official departmental files.
- Establish and monitor performance standards for the department.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations and implements policy and procedural change as necessary.
- Manage City construction projects working with contractors and consultants, ensuring high-quality workmanship and timely completion.
- Monitor and control project costs, identifying and addressing variances to ensure projects stay within budget.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee relations.
- Principles and practices of municipal public works administration including program management; solid waste collection and disposal/recycling, water production and distribution, wastewater collection treatment and disposal, street maintenance, traffic safety and facilities and fleet management and maintenance.
- Engineering standards and legal guidelines for public works projects.
- Applicable city, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles of business computer user applications.
- Principles and procedures for development and management of public works construction projects.
- Principles and procedures for employee development, evaluation and discipline.
- Safe driving and work principles and practices.
- Techniques for effectively representing the City in contracts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution, research and reporting methods, techniques and procedures.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the phone.

Skill in:

- Planning, organizing, administering, managing and coordinating a variety of large and complex public works programs and services. Strategically planning long-term program improvements.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development and implementing disciplinary procedures when necessary in coordination with Human Resources.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Planning, organizing, bidding and managing construction of public works infrastructure projects.

Ability to:

- Provide strong leadership and management skills to a diverse team of public works professionals.
- Develop, manage and evaluate public works staff to maintain high quality performance.
- Prepare and administer complex budgets, allocating limited resources in a cost effective manner.
- Analyze complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.
- Prepare clear, comprehensive and concise reports, correspondence and other written materials.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff.
- Exercise sound independent judgment within general policy guidelines.
- Establish appropriate criteria to effectively measure progress in achieving project and department goals. Make accurate arithmetic, financial, and statistical computations.

- Direct the maintenance of and maintain accurate records and files.
- Operate modern office equipment including computer equipment, operate related software applications, including word processing, spreadsheet operations, and other related software.
- Operate a motor vehicle safely.
- Think strategically in program planning, development, implementation and evaluation.
- Establish appropriate prioritization, timelines, milestones and deadlines for public works project implementation.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Education and Experience:

A combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in Public Administration, Business Administration, Construction Management or Civil Engineering or other related field is required. A Master’s Degree is desired.
- Four years of senior supervisory or administrative experience in a major public works setting or related municipal setting which has included program planning, project management, personnel operations and administration.

Licenses and Certifications:

- Possession of a valid and appropriate California’s driver’s license.
- A professional Civil Engineering License (or PE license) is desirable.
- Active membership in American Public Works Association desired.

PHYSICAL DEMANDS

Positions in this class are typically situated in a standard office environment, although supervision of personnel and various work-related activities may result in exposure to the weather, or require the use of personal protective equipment (PPE) due to potential exposure to harmful substances and dangerous equipment, and could occasionally require somewhat strenuous physical activity.

OR

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City infrastructure, development, field operations, and work sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees generally work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.