



Director of Public Works

Department/Division:	Public Works
Reports To:	City Manager
Provides Direction To:	Senior Engineer, Public Works Maintenance Superintendent, Building and Safety Superintendent, administrative support personnel

GENERAL PURPOSE

Under general direction, plans, directs and oversees the operations, budget and staffing of the Engineering Division, Building and Safety Division, and Maintenance Division of the Public Works Department; supervises, reviews and approves capital improvement projects, private property development, right-of-way activities, traffic administration, transportation planning, and related projects; works closely with City Manager, City Council and committees to evaluate and meet priorities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Public Works serves as a department director and reports to the City Manager. This position directs the engineering, public works maintenance, and building and safety functions within the City. The director oversees the development and implementation of division goals, projects and policies, and directs personnel and budgets. This job is distinguished from the Senior Engineer by its greater scope of functional responsibility, budgetary accountabilities, and decision-making authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, directs and oversees the work of the Engineering, Building and Safety, and Maintenance Divisions; establishes department goals, policies and funding priorities in concert with City representatives and elected officials.

2. Interfaces with consultants, contractors, governmental agencies, other department representatives and the general public concerning development and maintenance needs and concerns.
3. Selects, trains, supervises and evaluates the work of professional and managerial staff.
4. Determines conditions of approval for private engineering development plans and public infrastructure improvements; reviews final plans, maps, lot line adjustments, and subdivision documents for public and private projects.
5. Prepares specifications for bidding purposes, advertises projects and makes recommendations to City Council governing selection of contractor.
6. Oversees and tracks the disposition of projects.
7. Prepares and administers department budget and CIP budget; purchases department equipment and vehicles.
8. Participates as a member of the Design Project Review Board and Traffic Committee, and other committees, as assigned; studies and discusses issues and recommends actions in association with other team members.
9. Makes presentations to the City Council, other agencies, and the general public concerning public works services and activities.
10. Prepares and provides staff reports for presentation at various staff meetings, departmental and inter-agency meetings, and the City Council.
11. Investigates and resolves public complaints.
12. Evaluates potential impacts of legislation, regulations and introduction of new products and equipment in relation to potential improvements in technology and department operations.
13. Participates in the development and evaluation of long-term strategic plans affecting the department and the City as a whole.

QUALIFICATIONS GUIDELINES

Knowledge of:

Engineering principles, practices, and standards and specifications related to planning, private development, public works design construction, and contract

administration practices involving public works projects; theory, principles and practices of civil and structural engineering design and construction; Traffic Engineering practices; Subdivision Map Act and sub-division design principles; California Codes pertaining to streets and highways and public works projects; surveying principles; strengths, properties and uses of construction materials; legal guidelines for construction and environmental engineering projects; research methods and techniques; communications techniques; cost estimation practices and budgeting practices; project management principles; supervisory techniques.

Ability to:

Establish departmental goals and priorities; manage budget, operations and staff; operate computer terminal and use computer-aided design, mapping, spreadsheet and word processing programs; plan, coordinate and administer departmental operations and budgets; manage projects; review and prepare engineering plans, specifications and design requirements; interpret and apply engineering codes, standards and regulations; analyze and interpret legal contract and work agreements; prepare and evaluate engineering data; evaluate and present alternatives for solving engineering problems; organize and prioritize tasks to meet deadlines; prepare clear and concise engineering reports and recommendations; establish and maintain cooperative working relationships with staff, management, public and private representatives, contractors, architects, developers, City Council, and others in the course of work.

Education/Training/Experience:

Any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Bachelor's Degree in Civil Engineering, or a closely related field. A Master's degree in Public Administration or a related field is desirable.

Experience: Ten years of professional experience in civil engineering work, including two or more years of supervisory and management experience, preferably including the oversight of public works maintenance programs.

Licenses; Certificates; Special Requirements:

A current Class C or Class 3 California driver's license in order to perform field reviews of engineering sites. Ability to attend night meetings and work extended hours.

Possession of a valid Civil Professional Engineer (PE). A Land Surveyor (LS) license issued by the State of California Board for Professional Engineers is required if the PE designation was attained after January of 1982.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, be exposed to wet or humid conditions, and be exposed to loud machinery at construction sites.