

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages and directs the activities of the Public Works Department including engineering, street, sewer, storm drainage, equipment maintenance and wastewater treatment activities; serves as City Engineer and directs engineering related activities including small project design, design consultant liaison, consultant inspections, construction administration and design review; serves as member of the City's management team; assumes additional responsibilities as assigned; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Administrator and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops, plans, implements and administers department goals and objectives as well as policies and procedures necessary to provide assigned engineering and public works services; approves new or modified programs, systems, policies and procedures; directs the maintenance of public works and engineering records.

Directs and manages the City engineering function including the planning, design and construction of public works facilities, traffic engineering, permit issuance and inspections, as well as development review and approval, ensuring that such activities and programs are carried out according to sound engineering practices and principles; serves as the City Engineer; reviews and approves engineering plans and subdivision maps.

Directs and manages the construction and maintenance of City streets, storm drainage, wastewater systems, and fleet maintenance activities; ensures proper usage of materials, equipment and work methods; maintains facilities and equipment according to City standards.

Meets with members of the public including local developers, members of the business community and citizen groups to explain City policies, procedures, goals and objectives; negotiates agreements and resolves difficult public works related problems and questions.

Serves as technical advisor to the City Council and the Planning Commission; serves on a variety

of committees and commissions; advises other members of City management in matters related to public works activities and programs, subdivisions and development construction.

Directs the development and administration of the Public Works Department budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; makes mid-year adjustments.

Directs, manages and participates in the development of the department work plan and the City's Capital Improvement Program; directs the development of plans and specifications for public works maintenance and construction activities; administers contracts; approves progress payments and accepts improvements; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Meets with County, State and Federal regulatory agencies and reports compliance of City activities with the affected agencies.

Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Council; prepares and presents staff reports and other necessary correspondence; researches public work problems and prepares a variety of comprehensive reports.

Selects, trains, motivates and evaluates staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations as necessary.

QUALIFICATIONS

Education and/or Experience

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is: A Bachelor's degree from an accredited college or university with major work in civil engineering, public administration, or a related field is required; a Masters' degree in civil engineering, public administration, or a related field is preferred; and eight years of progressively responsible related civil engineering experience, including or supplemented by four years of experience in an administrative or supervisory capacity.

Knowledge, Skills and Abilities

Extensive knowledge of municipal public works planning, engineering, maintenance, and construction; fleet, streets, and utilities maintenance programs. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing, supervision; civil engineering principles related to planning, traffic, streets, public buildings, and capital facilities planning; technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction; techniques and methods of preparing designs, plans,

specifications, estimates, and reports for proposed municipal facilities.

Ability to plan, organize, and direct the work of engineering, inspection, public works maintenance, and other personnel; oversee and coordinate consulting engineers effectively; prepare comprehensive administrative and engineering reports; make effective public presentations; establish and maintain effective and cooperative working relationships; communicate effectively both verbally and in writing; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City/department policy; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; develop consensus for problem solving and project support.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 7.

GRADE 950