



Public Works Director

Class Specification

Revised 3/24
Class ID: 790
Unit: MGMT
Probation: At-Will
FLSA: Exempt

DEFINITION

Under administrative direction, plans, oversees, and directs the activities and operations of the Public Works Department including engineering, maintenance, environmental services, and building inspection divisions; may serve as the City Engineer; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs and concerns; provides organization-wide leadership; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision to division managers and indirect supervision of other professional, technical, and administrative staff.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification reporting to the City Manager and providing complex professional and technical assistance to the City Manager in areas of expertise. This position is responsible for organizing, directing, and coordinating the activities of the Public Works Department. The Public Works Director is responsible for determining and administering major departmental policies and planning long-term programs, developing, and implementing the City's Capital Improvement Program, as well as for making difficult and complex technical engineering decisions when serving as City Engineer.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and participate in the implementation of goals, objectives, policies, procedures, work standards and supports successful team efforts in the Public Works Department.

Develop, plan, organize, administer, review and evaluate the performance activities of subordinate professional, technical, and administrative staff; direct the development of in-service training programs to increase departmental efficiency and prepare employees for advancement; set priorities, review workload, and establish work schedules; select, train, motivate, and direct department personnel; work with employees on performance issues; implement discipline and termination procedures.

Direct the preparation and administration of the department budget; participate in the development of the capital improvement program budget; administer and oversee the capital improvement program; evaluate, develop, plan, and schedule long-term public works maintenance programs; oversee preparation for available resources for the maintenance, improvement, repair of public works facilities and City equipment; and oversee the activities of the environmental services section, including the City's Climate Action Plan.

Confer with and advise staff on problems related to design, construction, and maintenance of streets, parks and landscaped areas, sewers, and other public works structures, cleaning of streets, building code enforcement, land acquisition, maintenance and purchase of vehicles and equipment, and similar matters.

Review plans, technical engineering reports, budget estimates, and proposed ordinances and regulations.

Develop general policies in consultation with appropriate city officials for the expansion, operation, and maintenance of municipal public works facilities.

Direct and oversee environmental services programs and initiatives such as integrated waste management, recycling, stormwater, climate protection, and sustainability programs.

Respond to complex and sensitive community concerns and confer with contractors, developers, and the general public to provide information on public works projects; explain and interpret departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

Ensure coordination and collaboration of departmental functions and divisions; direct the conduct of special studies related to activities of the Department and submit recommendations on projects and programs to the City Manager.

Prepare and present to the City Council and other municipal boards and commissions; prepare, review, and present staff reports, various management and information updates, and reports on department activities and special projects as assigned by the City Manager.

Serve as a technical advisor to the City Council, Planning Commission, City Manager, other City departments, and civic groups; represent the Department to other City departments, elected officials, and outside agencies.

Confer with representatives of federal, state, and county agencies on varied public works issues and engineering activities; and prepare memoranda and correspondence relative to activities of the Department.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance, operations, engineering, and other services as they relate to the area of assignment.

Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required; ensure compliance with legislative, regulatory, and judicial mandates, regulations, and professional standards.

Participate and develop departmental and organizational total quality review.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of administration as related to the design, construction, and maintenance of streets, sidewalks, drainage, parks and landscaped areas, sewers, and other public works facilities and services.
- City's building code and state and local laws relating to building construction.
- Principles and practices of appraisals as applied to acquisition and negotiation for public land.
- Principles and practices of civil engineering, if serving as City Engineer.
- Construction practices and materials.

- Administrative principles and methods including goal setting, program and operating budget and capital improvement budget development and implementation, employee management, development, and supervision.
- Applicable laws and regulations governing public works projects and other areas supervised.
- Computers and computer applications relating to engineering activities.

Skill or Ability to:

- Evaluate work from the perspective of the customer and develop and support a strong customer focus.
- Organize, direct, and coordinate the activities of the Public Works Department in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and to schedule and program work on long-term basis.
- Select, train, motivate, and evaluate the work of professional, technical, skilled, and semi-skilled workers and clerical employees.
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex administrative problems, evaluate alternatives, and make creative recommendations.
- Read and interpret building codes, plans, specifications, and blueprints.
- Exercise sound independent judgment within general policy guidelines.
- Represent the City effectively in meetings with others.
- Prepare clear, concise, and competent reports, correspondence, and other written materials.
- Prepare and administer an operating and capital improvement program budget.
- Work harmoniously and in a supportive manner with the Executive Team on matters of city-wide importance.
- Work effectively with contractors, property owners, and the general public.
- Express ideas on technical subjects clearly and concisely both orally and in writing.
- Build strong City Council and community relations.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a bachelor’s degree from an accredited college or university with major course work in engineering, public administration or related degree, and seven (7) years of experience in professional engineering or other public works area work including three (3) years of supervisory experience in the direction of varied municipal public works programs.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Current registration as a Professional Civil Engineer by the State of California may also be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, 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 and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 weighing up to 25 pounds or more with appropriate equipment or staff assistance. Employees must be available to attend day and evening meetings, at various sites within and outside the city.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.