

## **DIRECTOR OF PUBLIC WORKS**

### **DEFINITION**

Under general administrative direction of the City Administrator, the Director of Public Works plans, organizes, directs, and coordinates a comprehensive public works department including engineering, streets, water systems, golf course, tree divisions.

### **MANAGEMENT RESPONSIBILITY**

This is a Department Head position responsible for overseeing the City's public works program and provides advice and counsel to the City Administrator regarding strategic policy and issues related to engineering, streets, water systems, golf course, and tree division functions. All Department work is directed and coordinated by this position.

### **EXAMPLES OF DUTIES**

Plans, organizes, directs, and coordinates a city-wide public works program including engineering, streets, water systems, golf course maintenance, and trees; provides leadership to departmental staff and assistance to the City Council, City Administrator, and department heads concerning public works programs, capital improvement projects and development proposals; participates in the development and implementation of goals, objectives, policies and priorities of assigned operations; confers with other departments and governmental agencies regarding proposed or existing public works projects or problems; confers with the City Administrator on policies, programs, procedures, and long-range capital improvement programs; supervises the maintenance of records, official maps, and files relating to public works; directs the preparation of reports and correspondence; directs formulation of a long-term program of public works improvements; prepares projects and program reports as required; reviews all land subdivision proposals and makes recommendations; prepares annual budget estimates and justification for public works activities; makes presentations, correspondence, and reports on the City's public works activities; reviews plans for public and private development projects, engineering reports, budget estimates, and proposed ordinances and regulations submitted by division heads; manages outside contracts for the department; makes recommendations on the acceptance of bids received on public works projects; recommends changes in the basic structure and staffing complement; administers the training and evaluation programs of personnel; resolves difficult administrative and public works problems; reviews and evaluates division performance and budget expenditures; represents assigned functions with City staff and other governmental agencies as delegated. Performs all other related duties as assigned.

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### **SPECIAL REQUIREMENTS**

- Possession of an appropriate California driver's license.
- Possession of a California Certificate of Registration as a Professional Civil Engineer is preferred.

### **EMPLOYMENT STANDARDS**

Knowledge of:

- General principles and practices of civil and traffic engineering as applied to municipal public works including planning, design, construction and maintenance.
- Principles and practices of street repair, construction, operation, and maintenance.
- Principles, practices, and techniques of municipal management and public administration.
- Principles and practices of leadership, motivation, training, team building and conflict resolution.
- Applicable City, County, State, and Federal laws, rules, and regulations affecting public works functions.
- Technical, legal, financial, and public relations problems involved in the conduct of a municipal public works program.
- Principles and practices of comprehensive infrastructure management and maintenance.
- Technical knowledge of long-range capital improvements project preparation and administration.
- Applicable State regulations related to land surveying and the Subdivision Map Act.
- Working knowledge of State and Federal grant applications and complex grant administrative practices.
- Working knowledge of water rights and management of a municipal water system.
- Methods, materials, tools, and equipment used in public works facilities.
- Principles of local government, organization, and financing.
- Budget development, preparation and administration.
- Research methods and procedures.

## EMPLOYMENT STANDARDS

### Ability to:

- Plan, organize, coordinate, and direct the public works activities of the City.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate Department policies and procedures affecting public works engineering services.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as adviser to the City Council, City Administrator, and other boards and commissions on technical public works issues.
- Prepare and administer Departmental budget and fiscal controls.
- Research, collect, and analyze information related to public works functions.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Public Works Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

**Education and Experience:** Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited "four" year college or university with major course work in civil or environmental engineering or closely related field. A master's degree is desirable.
- Experience: Seven to Ten years of progressively responsible and varied professional experience in public works and engineering, involving the design, construction, maintenance, or operation of a variety of public works programs, including five years of related management and administrative responsibility.