



Director of Public Works and Utilities

Summary

Direct, plan, organize and integrate the City's public works, water and wastewater activity and functions; provide expert professional assistance to City Management in areas of expertise and responsibility, including engineering, development engineering, water systems and conservation, wastewater treatment and recycling, street, buildings, fleet, street light, storm drain and landscape maintenance and operations, capital improvement program planning and implementation, traffic, floodplain administration and local transit, marina and airport operations.

Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel. The Director must work well with the City Manager, other department directors, neighboring cities, and a variety of other local and regional entities.

This class is a department director with responsibility for overall policy development, program planning, fiscal management, and general administrative and operational direction of divisions within the functional areas assigned. The employee is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, direct and integrate all functions assigned to the Public Works Department.

Develop and implement goals, objectives, and priorities; develop work plans and direct and review the construction, operation, maintenance and rehabilitation of public improvements including water and wastewater systems and facilities, streets, buildings, and regional transportation activities, fleet maintenance, airport, transit, marina, recycled and stormwater systems, and solid waste, including recycling.

Develop overall policies, maintenance, capital and facility work plans, and identify potential alternative funding sources for maintaining and implementing programs and projects.

Provide oversight and management of public works programs and functions.

Direct and confer with managers to review current and proposed projects, work schedules, organizational, and personnel issues.

Oversee the development and ensure proper implementation and progress of capital improvement projects. Prepare and administer the operations and capital improvement program budgets, including sources of funding.

Conduct community outreach relative to public works and water utility projects and initiatives as is necessary.

Direct and participate in the development of financial plans and proposals, including water/wastewater rate recommendations and funding options for programs such as street restoration and maintenance.

Direct and participate in the preparation of technical and administrative reports and present reports and recommendations to the City Manager and City Council.

Develop department procedures, policies and operational protocols as necessary.

Select, supervise, train, and evaluate staff.

Respond to and resolve difficult and sensitive citizen complaints and inquiries and represent the City on all issues related to assigned areas of responsibility.

Coordinate activities with other departments and outside agencies.

Serve as a member of management committees on special studies.

Perform related duties as assigned.

Skills/Abilities:

Knowledge of operational characteristics of comprehensive municipal public works and utilities programs and activities, and best practices in these fields.

Understand, interpret, explain and apply local, state and federal laws and regulations pertaining to public works and utilities services.

Prepare clear, concise and comprehensive technical reports, correspondence and other written materials. Present proposals and recommendation clearly and logically in public meetings.

Select, supervise, motivate and evaluate staff.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Analyze complex engineering, maintenance, technical and administrative problems, evaluate alternative solutions, and adopt an effective course of action. Research and analyze new service delivery methods and procedures.

Exercise sound, independent judgment within established guidelines.

Communicate effectively both verbally and in writing.

Cultivate and maintain positive, collaborative working relationships with members of the public and community organizations, business leaders, developers, contractors, City staff, City Council, and representatives of other government agencies.

Physical Demands and Work Environment:

Employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.

Qualifications

Knowledge of:

The principles and best practices of public works systems and services, including municipal water and wastewater administration, operations and engineering.

Federal, state and local law, codes and regulations governing the administration of public works and water and wastewater functions and activities.

Principles and best practices of public administration, including finance and infrastructure finance, budgeting, purchasing and personnel management.

Principles and best practices of a governmental construction projects and programs and contract negotiations and administration.

Education and Experience

Education:

A Bachelor's degree with major course work in civil engineering. A Master's degree is highly desirable.

Experience:

A minimum of 7 years of progressively responsible experience in the management of public works and public utilities is required, and at least 3 of those years of experience must include management of water and wastewater functions.

At the City's sole discretion, a combination of educational and specialized professional experience sufficient to demonstrate possession of the knowledge, skills, and abilities required for the position may be substituted for the required minimums.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Registration as a Professional Civil Engineer.

Past or current participation in American Public Works Association (APWA) is preferred, including registration for and completion of courses contained in the Public Works Institute Learning Model.

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