



Public Works Director

SUMMARY

Directs, plans, organizes and coordinates the maintenance programs, activities and maintenance for the City's Public Works Department; provides expert professional assistance to City management staff on public works matters.

CLASS CHARACTERISTICS

The City Manager provides administrative direction; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

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, direct and review all public work activities including all phases of design, survey, inspection and street, vehicle, equipment and electrical maintenance.

Plan, direct and review transportation and traffic engineering activities.

Develop, plan, and implement department goals and objectives; develop and administer policies and procedures.

Supervise and coordinate department activities with those of other departments, outside agencies, and organizations; respond to citizen inquires and complaints.

Act as technical advisor to the City Manager and City Council on public works, engineering and traffic matters.

Supervise and participate in the development and implementation of the capitol improvement program and budget; determine the need for new equipment and facilities.

Select, train, supervise, and evaluate personnel; provide or coordinate staff training.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, assign, direct, review and evaluate the work of staff.

Select and motivate staff and provide for their training and professional development.

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

Understand, interpret, explain, and apply complex city, state, and federal laws regulating community development programs and projects.

Analyze complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit for extended periods; to read, stand, walk, write reports and talk or listen; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to conduct field investigations and operate standard office machines, (i.e. blueprint, photocopiers and computer terminals). The employee must occasionally lift and/or move up to ten pounds and make regular visits to field operations and public works development sites, which require climbing and traversing over rough, uneven and/or rocky terrain. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision

Principles and practices of municipal public works administration including streets, parks, facilities and vehicle maintenance.

Basic engineering standards and legal guidelines for public works projects.

Applicable state and federal laws, guidelines and standards.

Principles of business computer user applications.

Education and Experience

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

Education:

A Bachelor's degree civil engineering or a closely related field.

Experience:

Five years of supervisory or administrative experience in a major public works maintenance setting which has included program planning, development and administration.

Certificates/Licenses:

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

May require attendance at meetings, conferences, and seminars during non-work hours.