

DIRECTOR OF PUBLIC WORKS

DESCRIPTION

Under direction of the City Manager, plans, organizes, directs, and reviews the activities and operations of the Public Works Department, including supervision and review of work of public works staff and outside consultants/contractors. Oversees operation and maintenance of streets and roads, parks, city-owned facilities, and wastewater system. Coordinates activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager, and acts as a member of the City management team.

POSITION CHARACTERISTICS

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Organize departmental resources in accordance with established City goals and objectives; evaluate service delivery alternatives and adjust as deemed appropriate.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the department's work plan; assign work activities, projects and programs; monitor works flow; review and evaluate work products, methods, and procedures.
- Represent the department to surrounding agencies, outside groups, and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare administrative reports and studies; prepare written correspondence as necessary.
- Plan, organize, direct, and regularly evaluate the work of department employees.
- Interpret and implement applicable regulations and code policies.
- At the request of the City Manager, initiate the development of City ordinances, resolutions, and policies relative to the responsibilities of the department.
- Supervise the maintenance of files and records of department activities.
- Represent the department before City Council, Planning Commission, and other meetings.
- Respond to citizen complaints and information requests.
- Prepare with the City Engineer the planning of City capital improvement projects and the budgeting process for those projects.
- Perform field inspections of projects.
- Ensure the proper inspection of work in progress and administration of contracts.
- Maintain, organize, and update all public works department maps, drawings, and records.
- Perform related duties as assigned.

ESSENTIAL DUTIES

- Plan, organize, and supervise the overall operations, maintenance, and repair of a variety of essential municipal services.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve budgeted expenditures; implement mid-year adjustments.
- Develop, update, and implement the Capital Improvements Program for public works projects.
- Train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Evaluate the need for, and develop plans and schedules for, long range public works programs.
- Develop and organize available resources and implement preventative maintenance, improvement and repair of public facilities, equipment, and buildings.
- Directly supervise and conduct field inspection of municipal construction and repair work.
- Coordinate public works activities with other City departments and divisions, utility companies, and with outside agencies, including emergency response.

MINIMUM REQUIREMENTS

- Five years of experience in practices and procedures of a municipal public works department and at least two years in a supervisory capacity in public works; a bachelor's degree from an accredited college in civil engineering or a related field; any combination of education, training, and/or work experience that would provide the required knowledge and abilities for the position.
- Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical ability: positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Heavy work: may operate both office and physical equipment used in the field and occasionally will transport materials and supplies. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions.

Sensory requirements: requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects.

Environmental factors: may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work-space restrictions, intense noises, and environmental hazards.