



## **PUBLIC WORKS DIRECTOR/CITY ENGINEER**

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under policy direction from the City Manager, the Public Works Director/City Engineer is responsible to plan, direct, manage and oversee the activities and operations of the City's Public Works Department including Engineering, Equipment Maintenance, Facilities Maintenance, Parks and Landscape Maintenance, Sanitation, Storm Drain Maintenance, Street Maintenance, and Water. This provides highly responsible support to the City Manager and is designated as City Engineer.

### **Classification Characteristics:**

This at-will position exercises direct and indirect supervision over managerial, supervisory, professional, technical and administrative staff.

### **Essential Functions:**

- Through subordinate managers and supervisors, direct all public works and engineering programs.
- Administer complex contractual agreements with outside agencies and service providers.
- Recommend and direct the revision of policies, procedures, and other information pertaining to the administration of City business; conduct research, perform complex analysis and review for conformance with City code and other legal requirements.
- Serve as a technical advisor to the City Council, Planning Commission, Public Works Commission, City Manager and other members of City management in matters related to public works activities and programs, subdivisions and development construction.
- Implement directives from the City Manager and collaborate to resolve issues.
- Develop, implement and administer the City's Capital Improvement Program budget.
- Direct the preparation of the complex Public Works Department budget; compile materials in preparation of City Manager review; maintain and monitor appropriate budget controls; and ensure compliance with budget parameters and City financial policies.
- Receive, investigate and respond to difficult and sensitive problems and complaints in a professional manner; take necessary corrective action.
- Assess and monitor workloads, service delivery methods, administrative and support systems, and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness.
- Select, train, motivate, evaluate and mentor Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Represent the City to outside agencies and technical committees; coordinate activities with those of other City departments, outside agencies and organizations.
- Prepare, review and present concise reports and informational updates to the City Council as assigned by the City Manager.
- Provide complex staff assistance to the City Manager and City Council.
- Attend and participate in professional group meetings; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints that cannot be handled at a lower level.

**Qualifications:**

Knowledge of:

- Principles, practices and operational characteristics of municipal public works, including fleet, facilities, streets, grounds and utilities maintenance.
- Principles, practices and operational characteristics of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works projects.
- Technical, legal and financial requirements involved in the conduct of municipal public works studies, planning and construction; techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities.
- Principles and practices of public relations and effective communication.
- Pertinent Federal, State, local laws, codes, and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide leadership that includes building strong work relationships, empowering and mentoring staff, contributing to the City's culture of ethics and integrity and embracing and fostering the City's Mission and Values Statements.
- Develop and administer department goals, objectives, and procedures.
- Analyze programs, policies and operational needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Monitor the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, water facilities and sewer collection.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise reports.
- Interpret and apply related Federal, State, and local policies, laws and regulations.
- Identify and strategically respond to community and City Council issues, concerns and needs.
- Administer large and complex budgets.
- Identify methods to maximize service effectiveness and efficiency; deal constructively with conflict and develop effective resolutions.
- Select, supervise, train and evaluate staff.

- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including City officials, City staff, and the public and other agencies.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible management-level engineering and public works experience in a municipal government.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists.

**Working Conditions:**

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries and for documenting actions in public meetings. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.