

## **PUBLIC WORKS DIRECTOR**

### **DEFINITION**

This executive level classification is responsible for managing the department that ensures the effective maintenance and repair of the City's public facilities and infrastructure; planning, cost estimating, design and contract administration of the City's capital improvement program; and the review of private development plans to ensure conformance with established engineering standards.

### **SUPERVISION EXERCISED AND RECEIVED**

Supervises the Public Works Superintendent, City Engineer and PW Management Analyst. Reports to the City Manager.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Develops goals related to the effective preventive maintenance and repair of public facilities and infrastructure; develops and ensures the implementation of practical and relevant short-term objectives and plans to accomplish these.
- Ensures the provision of quality public works maintenance and repair services by the department, appropriate to public needs and appropriate to the budgeted amounts available. Ensures such work meets established schedules for completion.
- Evaluates the effectiveness of the preventive maintenance of public facilities and infrastructure, and ensures a continuing process of evaluation and improvement for those programs.
- Ensures that Division Managers develop effective work scheduling and control systems to plan and measure the results of work performed by their divisions.
- Prepares the annual budget for the department, ensuring it adequately documents the amount and levels of services to be provided. Exercises control over the authorized budget to keep expenditures within the established limits.
- Develops an effective and efficient plan of organization for the provision of maintenance and engineering services, ensuring that accountability for results is properly fixed, the work activities of the divisions are properly coordinated where needed, work is effectively planned and monitored by Division Managers, and that efficient work methods and crew sizes are adopted.
- Periodically inspects the condition of public facilities and infrastructure in the field, ensuring they are properly maintained and repaired. Promptly notes deficiencies, and issues work orders to Division Managers to correct these conditions.
- Monitors the Capital Improvement Program construction projects to ensure they meet the City's quality and cost standards, and time constraints; ensuring schedules for design of projects meet the priorities accorded them by top management.
- Assists in the selection of consultants, when required, for capital improvement projects or other services. Ensures the program is accomplished in a technically competent, economical, and efficient manner.
- Appears before the City Council, commissions and committees, other governmental and regulatory agencies to provide informed and timely input on engineering or maintenance matters affecting the City. Represents the City on regional and State engineering or maintenance committees.
- Prepares thorough and accurate staff reports and ensures complete analysis is done for any programs presented to the City Council for approval.

- Confers with elected officials, other government officials, consulting engineers, contractors, developers and members of the public in a timely manner, providing useful and helpful information.
- Keeps the City Manager informed in a timely fashion on issues that require his/her input or consent.
- Responds in a timely and meaningful way to public concerns and complaints.
- Performs as a team player in inter-departmental approaches to resolving community problems.
- Stays current on the knowledge and practices essential for delivering effective and efficient public works engineering and maintenance services.
- Maintains a competent, motivated work force, with particular emphasis at the Division Manager level, by training, developing, disciplining, and motivating subordinates. Handles disciplinary issues promptly and impartially. Quickly and effectively settles employee grievances and disputes at his/her own supervisory level.

#### JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of design, construction and maintenance of public facilities and infrastructure, and complex capital improvement program projects; materials, engineering methods, and problems involved in the planning, design, construction, and contract administration of capital improvement program projects; methods, processes and management of public facility and infrastructure maintenance and service programs; principles and practices of civil, structural, and hydraulic engineering related to municipal surveys, plans, and public works improvement project design; principles and practices of management; principles and practices of traffic engineering as related to municipal transportation systems; Federal and state laws and programs regarding planning and environmental review, stormwater and pollution prevention, including the California Map Act and the California Environmental Quality Act.

Ability to effectively plan, lay out, assign, and coordinate the work of public works maintenance and engineering staff, both in the field and in the office; prepare and present budget estimates and technical engineering reports; review contract documents; communicate clearly and concisely, both orally and in writing; present complex technical material in a concise and easily understood format; Ability to establish, maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department; build City Council confidence and trust.

Skills to effectively collaborate and coordinate work with other departments, divisions, contractors, utilities and others outside the City organization. Accurately analyze highly complex engineering and construction problems and act decisively and urgently.

#### EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be a Bachelor's degree in civil engineering from an accredited institution and five years of municipal government experience in engineering or maintenance programs, including three years at a supervisory level. A Master's degree in Public Administration is highly desirable.

#### LICENSES, CERTIFICATES AND REGISTRATION

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

Possession of registration as a Civil Engineer in the State of California is highly desirable but not required.