

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction of the City Administrator, plans, organizes and provides administrative oversight for engineering, capital improvement, planning and building functions for the City; plans and administers the development, maintenance and repair of City facilities, grounds, parks, medians and equipment; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as assigned.

CLASS CHARACTERISTICS

The Public Works Director administers a broad-based public works program, utilizing the services of professional and technical contractors as well as City staff. Responsibilities include coordinating the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- In conjunction with contract professional engineering experts, develops long- and short-range plans, programs and capital improvement projects.
- Develops and administers the annual operating and capital improvement budgets for the department; recommends budget transfers, expenditures and purchases; works closely with the City Administrator and representatives of other organizations regarding funding sources and requirements.
- Administers construction, maintenance and equipment acquisition contracts; ensures proper performance and adherence to contract provisions and authorizes progress payments.
- Directs City planning and building functions; oversees the review of plans and specifications; directs the issuance of building permits and all building and public works inspection activities.
- Administers the construction, modification, maintenance and repair of City buildings, facilities and infrastructure, including streets, sidewalks, underground piping systems and traffic signals.

- Administers the construction, maintenance and repair of all City parks, landscaped areas and street medians.
- Oversees City and contract staff in the maintenance and repair of equipment, including automobiles, trucks, construction equipment, pumps, motors, generators and power tools.
- Oversees the operation of City-provided paratransit services.
- Investigates and resolves requests for services, maintenance and complaints regarding public works functions.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files.
- Represents the City in meetings with members of other public and private organizations, business and community groups, contractors, developers and the public.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of capital improvement and operating budget development, administration and accountability.
- Functions, services and funding sources of a full-service municipal public works department.
- Applicable federal, state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Principles of contract negotiation and administration.
- Concepts and practices of engineering plan review, building and public works inspection and the development and implementation of long- and short-range plans for the development and upgrading of City facilities.
- Concepts and practices of long- and short-range City planning, including general plan development, code and ordinance enforcement and design review.
- Basic principles of local government organization and public administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of a comprehensive Public Works Department.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.

- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Developing and administering of the departmental operational and capital improvement budgets and recommending expenditures and purchases.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in business or public administration, engineering, economics or a field related to the work and EITHER three years of administrative or managerial experience, preferably in a municipal or similar public setting; OR five years of professional planning, engineering or related experience, including two years in a supervisory or administrative capacity.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to inspect various construction sites and public works facilities; vision to read printed materials and a computer screen and to make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.