

PUBLIC WORKS DIRECTOR/ CITY ENGINEER

DEFINITION

To plan, organize and direct the activities of the Department of Public Works. This will include the administration of public works and capital projects, street lighting and landscape, Building, streets, and parks Maintenance, Environmental Programs, and the City's engineering function.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager.

Responsibilities include direct and indirect supervision of professional, technical and administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Provide over-all direction in the development and implementation of goals, objectives, policies and procedures.

Plan, direct, and review all public works administration, engineering and capital projects activities including design, contract engineering and inspection.

Manage all the activities of the Department of Public Works including Engineering, Environmental, and Maintenance functions.

Confer with City Manager and advise staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.

Review plans, engineering reports, budget estimates, and proposed ordinances which may include signing plans for public works improvement and capital projects.

Supervise and participate in the development and implementation of the capital improvement program and budget.

Act as the City's City Engineer.

Respond to and resolve difficult citizen inquires and complaints.

Represent the City at small and large group meetings to provide and discuss information regarding City engineering and public works policies, practices, and problems.

Evaluate and recommend professional engineering consultants and contracts.

Implement all local, State and Federal public works and traffic-related grant and other funding.

Determine need for new equipment and facilities, major repair and rebuilding projects.

Supervise and participate in budget preparation and administration.

Assist other departments and outside agencies on public works and engineering activities.

Select, supervise, train, and evaluate subordinates.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and administration as applied to the design and construction of public works facilities and technical inspection services.

The administrative requirements for present and future local, State and Federal grants and other funds, including but not limited to Measure "J", Gas Tax, etc.

Methods, materials and techniques employed in public works construction.

Recent developments, current literature and sources of information in municipal public works administration.

Principles of organization, administration, budget and personnel management.

Ability to:

Organize, direct and coordinate the activities of a large division in a manner conducive to full performance and high morale.

Communicate effectively, orally and in writing.

Delegate authority, responsibility, and schedule program work on a short-term and long-term basis.

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

Select, supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION

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

Experience:

Five years of professional engineering and administrative experience in the field of public works operations.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate:

Possession of a valid California Driver's License. Possession of a current certificate of Registration as a professional Civil Engineer in the State of California.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, face-to-face or verbal contact, finger dexterity, light grasping, eye-hand coordination, conversations and telephone conversations; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far), depth perception, field of vision, accommodation, color vision; up to 3 hours of lifting, carrying or pushing/pulling 10lbs. or less; 6 to 8 hours of vision accuracy (near).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; spatial; clerical; forming, coordinating, analyzing, compiling, comparing, mentoring, negotiating, supervising, diverting, persuading, speaking-signaling, serving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; extreme heat or cold; unprotected heights; moving machinery; change in temperature/humidity; toxic/caustic chemicals; excessive noise; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.