

**PUBLIC WORKS DIRECTOR/CITY ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed on the job.*

**DEFINITION**

Plan, direct, manage, and oversee the activities and operations of the Maintenance and Integrated Waste Services; oversees Engineering, Maintenance and Integrated Waste services and inspections, and contract administration for public works, infrastructure improvements; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over management and clerical staff; oversees contract staff.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to the following:*

**Essential Functions:**

Assume full management responsibilities for all department services and activities including Engineering, Maintenance and Integrated Waste Divisions. Oversees capital projects and project design, contract engineering and inspection and maintenance of all city facilities; recommend and administer policies and procedures.

Participate in the necessary certification programs to possess and maintain current Certificate of Registration as a professional Civil Engineer in the State of California.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area, including capital and maintenance projects; perform engineered designs when applicable.

Plan, direct and coordinate, through assigned staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Work with architects, engineers, and contractors concerning technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters; prepare or amend the City Code and standards for streets, drainage, subdivisions regulations and flood hazards.

Negotiate with developers and consultants concerning clarification and implementation of development code requirements and map conditions.

**Essential Functions (continued):**

Evaluate capital improvement project plans, maintenance activities and programs, and make recommendations for areas of improvement.

Direct and coordinate the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council agenda and approval process.

Monitor and inspect city facilities; oversee all maintenance activities, including scheduling and security, for facilities and all city properties; insure coordination of park maintenance with the Recreation Department.

Prepare a variety of letters and formal correspondence, including grant applications, requests for proposals and contract bids; prepare agendas for City Council action; gather and disseminate important information for division staff.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department budget and the City's annual capital improvement program; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Public Works Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Marginal Functions:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of engineering and public works maintenance program.

Principles and practices of civil engineering as applied to the development and management of public works.

Principles and practices of program development and administration.

Principles and practices of contract negotiation.

Principles and practices of municipal budget preparation and administration.

Administrative requirements for present and future local, State and Federal grants and other funds, including, but not limited to, Measure "C": Gas Tax and other state propositions.

Methods and material and techniques employed in public works construction.

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

Principles and practices of construction program development.

Principles and practices of business letter writing and report preparation.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Manage and direct a comprehensive engineering and public works program, including Maintenance and Integrated Waste Services.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of assigned staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Develop appropriate grant applications for state, federal and other programs providing funding for capital project maintenance and construction.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, programs, and techniques.

Prepare clear and concise administrative reports.

Prepare and administer large and complex public works programs.

Prepare and administer large and complex budgets.

**Ability to (continued):**

- Interpret and apply applicable Federal, State and Local policies, laws and regulations.
- Operate office equipment including computer and supporting work processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assimilate information, process logically, and make sound decisions
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*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:**

Six years of increasingly responsible experience including three years in municipal public works.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or related field.

**License or Certificate**

Possession of a current Certificate of Registration as a professional Civil Engineer in the State of California. Possession of or ability to obtain valid California driver's license.

**PHYSICAL DEMANDS**

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Never
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never

**PHYSICAL DEMANDS (continued)**

Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Never
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		
Coordination -	Eye-hand:	Frequently	
	Eye-hand-foot:	Never	
	Driving:	Occasionally	
Talking -	Face-to-face:	Frequently	
	Verbal contact:	Frequently	
	Public:	Occasionally	
Vision -	Acuity far:	Required	
	Acuity, near:	Required	
	Depth perception:	Required	
	Field of vision:	Required	
	Accommodation:	Required	
	Color vision:	Required	
Hearing -	Conversation:	Constantly	
	Telephone:	Constantly	
	Earplugs:	Never	

**MENTAL REQUIREMENTS**

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Exposure to: Indoors, Outdoors, Moving machinery, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required-hard hat, Required-protective clothing.