

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, and directs the activities of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED

This is an unclassified position in which the incumbent serves at the will of the City Manager. The Public Works Director directs the activities of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its divisions. The Public Works Director is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, and development of public works programs and services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Plans, organizes, and directs the activities of the Public Works Department, which includes engineering, construction management, traffic engineering and parking, and street maintenance.

Confers with the City Manager and Assistant City Manager on issues concerning departmental activities and the development and implementation of policy.

Confers with Assistant Directors and division chiefs on the design and construction of public works facilities, and other public works activities and services.

Reviews plans, technical engineering reports, policy recommendations, budget estimates, and proposed ordinances and regulations submitted by division heads.

Develops general departmental policies in consultation with departmental management staff for expansion, operation, and maintenance of the various public works programs.

Confers with representatives of private industry and federal, state, regional, special district, and county agencies regarding a variety of public works programs and engineering activities.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all divisions of the department.

Oversees the design and construction of the City's Capital Improvement Program projects.

Oversees the issuance of various permits, such as, work in public streets and monitors performance thereon.

Participates in intra-city and inter-agency committee work as directed by the City Manager. Signs improvement plans and other engineering documents on behalf of the City.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Materials, methods, and techniques utilized in the construction and maintenance of public works facilities.

Modern municipal management and public administration, including current budgetary and fiscal operations and controls.

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

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to:

Organize and direct the activities of several divisions of a large public works department.

Exercise sound independent judgment within general policy guidelines and operating parameters.

Delegate authority and responsibility and to schedule and program work on a long term basis.

Prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted in the performance of duties.

MINIMUM QUALIFICATIONS

Experience:

Progressively responsible professional experience in a varied municipal public works program, including Director, Assistant Director, City Engineer or Division Manager experience.

Education:

Graduation from an accredited college or university with a Bachelor's Degree is required, preferably in civil engineering, public administration, business administration or related field. A Master's Degree is preferred.

Special Requirements:

May require possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____