

**PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**Definition**

Under administrative direction of the City Manager, plans, organizes and oversees engineering, capital improvement, planning and building functions for the City; plans and administers the development, maintenance and repair of City facilities, grounds and equipment; administers water production, treatment and distribution and wastewater treatment and disposal activities and performs related work as required.

**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. The incumbent coordinates 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.

**Examples of Duties** (Illustrative Only)

- Plans, organizes, administers, either directly or through subordinate supervisory staff, coordinates and evaluates the work of the department in accordance with applicable laws, codes and regulations and adopted goals and objectives.
- Directs and coordinates the development and implementation of goals, objectives and programs for the department; develops operating policies, procedures and work standards to ensure that the goals and objectives are met.
- In conjunction with contract professional engineering and planning experts, develops long- and short-range plans, programs and capital improvement projects.
- Develops and administers of the annual operating and capital improvement budgets for the department; recommends budget transfers, expenditures and purchases; works closely with the City Manager 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.
  
- Reviews plans and monitors developments related to public works and utility matters and evaluate their impact on the City.
- Works with developers and builders regarding development matters including plan review and determining infrastructure needs.
- Monitors the operation of water wells, including the treatment and distribution of potable water; directs meter reading and field activities required to begin and end service.
- Monitors the operation of the wastewater and storm water collection system, including lift stations, and the wastewater treatment plant and associated disposal facilities.
- Ensures that water and wastewater operations meet all federal, state and local requirements and regulations; provides for the preparation and submission of mandated reports regarding such operations.
- Administers the construction, modification, maintenance and repair of City buildings, facilities and infrastructure, including streets, sidewalks, underground piping systems, pump stations and traffic signals.
- Administers the construction, maintenance and repair of all City parks, landscaped areas and street medians.

- Directs the maintenance and repair of equipment, including automobiles, trucks, heavy construction equipment, pumps, motors and generators and power tools; develops specifications for the purchase of such equipment.
- Oversees the operation of City-provided paratransit services.
- Investigates and resolves requests for services and maintenance and complaints regarding public works functions.
- Selects, trains, motivates, supervises, reviews and evaluates the work of staff; recommends and administers discipline as required.
- 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.
- Performs field inspections of City and private development sites; may perform field maintenance work on an as-needed basis.
- Serves as the City Engineer; performing professional civil engineering functions; review plans, specifications and related documents; ensure compliance with codes, ordinances and standards.
- Oversee administration and inspection of capital improvement projects.
- Direct the design of systems and facilities; oversee construction activities, compile estimates, contract provisions, and specifications; review completed plans.
- Advise and otherwise provide assistance to the City Council, City Manager, and other City personnel regarding issues related to the Public Works services and activities; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Represent Public Works in relations with the community, advisory committees, local, state and federal agencies, other public works agencies, and professional organizations, schedule public hearings and lead discussion regarding proposed public works projects.

### **Qualifications**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of work organization, staff supervision, training and work review and evaluation.
- Functions, services and funding sources of a full-service municipal public works department.
- Practices, materials, tools and equipment used in the operation, maintenance and repair of a wide variety of public facilities, grounds, infrastructure and equipment.
- Principles and practices of budget development and administration.
- Applicable federal and state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Concepts and practices of engineering plan review and public works inspection and the development and implementation of long- and short-range plans for the overall development of the City.
- Basic principles and practices of water production, treatment and distribution and of wastewater collection, treatment and disposal.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Engineering calculations, theories, principals and formulas used in the design and construction of public works projects.

- Technical, legal and financial requirements involved in the conduct of municipal public work studies, planning and construction; techniques and methods of preparing designs, plans, specifications, estimates, and reports for proposed municipal facilities, including extensive computer skills.
- NPDES and ability to create and manage a comprehensive storm water management program.

**Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the Public Works Department.
- Planning, organizing, supervising, reviewing and evaluating the work of assigned staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Developing and administering of the departmental operational and capital improvement budgets and recommending expenditures and purchases.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Reviewing and interpreting plans and specifications.
- 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 public or business administration, engineering, planning or a field related to the work and four years of management or supervisory level experience performing the full range public works construction, maintenance, repair and inspection experience. Experience in performing work as described above at a supervisory or journey level may be substituted for the education on a year for year basis.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain within one year of employment, a license as a registered Civil Engineer from the California Board of Professional Engineers and Land Surveyors.

**Working Conditions:**

Must be available to respond to emergencies in a time period as specified in the Personnel Rules. Must be willing to work outdoors in all weather conditions and with exposure to traffic and potentially hazardous conditions.