



## Director of Public Works

Department/Division:	Public Works
Reports To:	City Manager
Provides Direction To:	Engineering Manager, Public Works Maintenance Manager, and designated administrative support personnel
Date Updated:	June 29, 2022

### GENERAL PURPOSE

Under general direction, plans, directs and oversees the operations, budget and staffing of the Engineering Division, and Maintenance Division of the Public Works Department; supervises, reviews and approves capital improvement projects, private property development, right-of-way activities, traffic administration, transportation planning, and related projects to evaluate and meet priorities; participates as a member of the Executive Management Team; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Director of Public Works serves as a department director and reports to the City Manager. This position directs the engineering, public works maintenance, and engineering functions within the City and is distinguished from other departmental positions by its greater scope of functional responsibility, budgetary accountabilities, supervision exercised.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, directs and oversees the work of the Engineering, and Maintenance Divisions; establishes department goals, policies and funding priorities in concert with City representatives and elected officials; collaborates with other departments to accomplish City Council and City Manager goals and objectives.
2. Selects, trains, supervises and evaluates the work of managerial, professional, and administrative support staff.

3. Interfaces with consultants, contractors, governmental agencies, utilities, school districts, other department representatives and the general public concerning construction and development requirements and maintenance needs and concerns; minimizes City liability in construction contracts, encroachment permits, engineering design contracts, and staff operations.
4. Determines conditions of approval for private engineering development plans and public infrastructure improvements; reviews final plans, maps, lot line adjustments, and subdivision documents for public and private projects.
5. Oversees the design and construction of public works infrastructure projects and manages work performed in the rights-of-way.
6. Prepares specifications for bidding purposes, advertises projects and makes recommendations to City Council governing selection of contractor.
7. Prepares and administers department budget and CIP budget; purchases department equipment and vehicles.
8. Participates as a member of the Design Project Review Board and Traffic Safety Committee, and other task forces and committees, as assigned; studies and discusses issues and recommends City actions in association with other team members for innovative engineering and operational solutions.
9. Prepares and provides staff and agenda reports for presentation at various staff meetings, departmental and inter-agency meetings, and the City Council.
10. Reviews open service request items in City in public website and development tracking software; investigates and resolves public complaints.
11. Prepares public works, engineering, environmental, restricted funds funding, grants, and traffic safety reports.
12. Evaluates potential impacts of legislation, regulations and introduction of new products and equipment in relation to potential improvements in technology and department operations.
13. Participates as a member of the Executive Management Team.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Engineering principles, practices, and standards and specifications related to planning, private development, public works design construction, and contract administration practices involving public works projects; traffic Engineering principles and practices; Subdivision Map Act and sub-division design principles; California Codes pertaining to streets and highways and public works projects; properties and uses of construction

materials; construction and environmental regulations pertaining to public works projects; research methods and techniques; communications techniques; cost estimation practices and budgeting practices; project management principles and supervisory practices.

**Ability to:**

Establish departmental goals and priorities; manage departmental operations and budget, operations and staff; operate computer hardware and use GIS, spreadsheet and word processing programs; plan, organize, and manage public works projects; review and prepare public works plans and specifications and design requirements; analyze and interpret legal contract and work agreements; organize and prioritize tasks to meet deadlines; prepare clear and concise reports and recommendations; establish and maintain cooperative working relationships with staff, management, public and private representatives, contractors, architects, developers, City Council, and others in the course of work.

**Education/Training/Experience:**

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

**Education:** Equivalent to Bachelor's Degree in Civil Engineering, Public Administration or a related field is required.

**Experience:** Ten years of professional experience in public works projects for a municipal agency, including two or more years of supervisory and management experience, preferably including the oversight of public works maintenance programs. Additional experience in traffic management is desirable.

**Licenses/Certificates/Special Requirements:**

A valid Class C California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

Ability to work extended hours in order to attend meetings, conferences, events, and other functions on behalf of the City, including evening and weekend hours.

Possession of a valid Civil Professional Engineer (PE) issued by the State of California Board for Professional Engineers is desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weight 20 pounds or less. The position occasionally stands, walks, climbs stairs, and accesses uneven surfaces to oversee construction and public works development projects.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including occasionally dissatisfied or quarrelsome individuals.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Occasional driving is required to visit community services facilities and construction sites and to attend business, community and public meetings.

The employee occasionally inspects active construction sites where loud machinery is present and is subject to variable weather conditions, including wetness or humidity.