

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction of the City Manager, plans, organizes and provides administrative direction and oversight for all public works functions and activities, which include infrastructure engineering, design and construction, streets and traffic control, underground lines, predevelopment plan review, engineering plan checking, permit approval, and facility, parks and infrastructure maintenance; provides expert professional assistance to Town management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises direct supervision over public works department staff, contractors and consultants.

CLASS CHARACTERISTICS

The Public Works Director/City Engineer oversees and directs all activities of the Public Works Department, including short-and long-range capital improvement planning and development. Responsibilities include coordinating the activities of the department with those of other appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Town needs.
- Reviews and advises on plans and permits for work in Town rights-of-way.
- Prepares and administers operating and capital improvements program budgets;
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the public works department;
- Oversees the development or update of the water, sewer and storm drain master plans, the Capital Improvement Program, and other municipal infrastructure programs;
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts;
- Oversees project management for the construction of all municipal public works projects;
- Performs the duties of the City Engineer as prescribed by State law and Town ordinances.

- Confers with and represents the department and the Town in meetings with members of the Council, members of boards and commissions, various governmental agencies, developers, contractors, business groups and the public.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works development, maintenance and management in a municipal setting.
- Principles and techniques of capital improvement engineering, design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and concepts of municipal infrastructure maintenance, repair and replacement, including streets, facilities, underground lines and parks.
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes, regulations and standards related to the development of public and private property.
- Computer applications related to the work.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive public works design, engineering, construction and maintenance program.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the Town in meetings with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in civil engineering or a field related to the work and four years of supervisory or administrative experience in either a public works setting or as a professional engineer working with public agencies.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a valid certificate or registration as a Professional Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.