



PUBLIC WORKS DIRECTOR

Bargaining Unit: Department Heads

DEFINITION:

Under administrative direction of the City Manager, administers all phases of a comprehensive public works and engineering program through subordinate supervisors; provides expert professional assistance to City management staff in areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS:

N/A

EXAMPLES OF DUTIES (illustrative only):

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department.
- Plans, organizes, assigns, directs, reviews, and evaluates public works and engineering activities, including project planning, design, construction, and inspection.
- Plans, organizes, assigns, directs, reviews, and evaluates all maintenance activities, including the areas of streets, grounds, facilities, and equipment.
- Through a Coordinator, plans and directs intra-City bus transit operations.
- Prepares and administers the department's biennial budget; directs the preparation of the capital improvements budget.
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of department staff, including facilitating resolution of personnel conflicts.
- Confers with and provides professional assistance to members of City departments on engineering, maintenance and other public works matters; coordinates activities of the department with those of other departments and agencies.
- Conducts or directs analytical studies; develops and reviews reports of findings, alternatives, and recommendations; prepares a variety of periodic and special reports regarding departmental activities.
- Makes presentations before the City Council; represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.
- Monitors developments related to municipal engineering and public works matters; evaluates their impact upon City operations and recommends policy and procedural improvements.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to graduation from a four-year college with major course work in civil engineering, public or business administration or a related field and substantial public works-related engineering or maintenance experience which has included at least two years at a supervisory or management level. An appropriate advanced degree, and experience in a municipal setting are desirable.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles, practices and techniques of municipal engineering and public works maintenance functions; safety regulations pertaining to the work; administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration and employee supervision; applicable state and federal laws and regulations; public administration principles as related to the activities and functions of a municipal government; and basic bus transit operational and administrative principles.

Ability To:

- Plan, organize, assign, direct, review and evaluate comprehensive engineering, public works maintenance and bus transit activities.
- Select, train, motivate, and evaluate assigned staff.
- Develop, implement, and interpret policies, procedures, goals, objectives and work standards; analyze complex problems, evaluate alternatives and make creative recommendations.
- Exercise sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Prepare clear, concise and competent reports, correspondence and other written materials.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.