PUBLIC WORKS DIRECTOR

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.

EXAMPLES OF DUTIES
- 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.
PUBLIC WORKS DIRECTOR

QUALIFICATIONS

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.

OTHER REQUIREMENTS
Must possess a valid California Driver’s license and have a satisfactory driving record. Registration as a professional engineer in California is desirable.

A typical way of gaining the knowledge and abilities outlined above is:

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.