

CLASS SPECIFICATION
Public Works Director/City Engineer

GENERAL PURPOSE

Under general policy direction, plans, organizes, directs and integrates the City's public works activities and functions; provides expert professional advice and assistance to City officials and management staff in areas of expertise, including engineering, transportation, land development, infrastructure maintenance, special districts, enterprise services, solid waste collection/recycling and capital improvement planning, design and implementation; serves as the City Engineer; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a wide variety of engineering and public works maintenance/operations functions and programs. The incumbent exercises significant authority and independence in implementing a broad range of professional engineering and public works services and programs in coordination with other City executives and managers. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

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 class.

1. Plans, organizes, controls, manages and evaluates the work of the Public Works department; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Participates with other managers in establishing strategic plans for the Public Works department; sets overall management and policy goals and objectives for a department; coordinates department program and policy issues with managers of other departments and/or on a City-wide basis.
3. Plans and evaluates the performance of supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
4. Provides day-to-day leadership and works with supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service

expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

5. With other members of the executive management team, participates in the development and implementation of public works strategic and business plans, goals and objectives; leads and directs department staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in department work processes.
6. Directs, manages, organizes and integrates the programs, activities and results of staff in land development and capital construction, engineering, traffic engineering, transportation, enterprise services and field maintenance operations.
7. Serves as the City Engineer; advises the City Council, City Manager and others on public works and engineering issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works services; assists in the preparation of new City ordinances and the revision of existing ordinances.
8. Directs the development and implementation of a comprehensive maintenance program for municipally-owned facilities; oversees maintenance of City streets, facilities, trees and landscape medians.
9. Directs the construction of public facilities and infrastructure in conformance with sound and accepted engineering standards and practices.
10. Coordinates the planning, budgeting, design, contract administration and inspection of all capital improvement projects for the City and seeks possible alternative funding sources.
11. Performs civil engineering review and approves all tract and commercial development, including criteria for flood control; reviews plans relative to area development and public usage such as streets and storm drains.
12. Functions as contract administrator for architecture, engineering and construction projects; administers all public works municipal contracts.
13. Monitors professional and emerging technology developments in areas of responsibility and evaluates applicability to City processes; analyzes proposed state and federal law, regulations, legislation and court decisions for their impact on City practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the City's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.

OTHER DUTIES

1. Represents the District with other agencies, organizations and individuals.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of engineering, traffic engineering, land development, capital projects, field maintenance, special districts and enterprise services as they apply to a public agency.
2. Principles, practices, materials, equipment and techniques involved in the construction, maintenance and operation of City facilities and streets.
3. Theory, principles, practices and techniques of automated mapping, facilities management and geographic information systems.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
5. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Principles and practices of effective management and supervision.
9. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, direct, manage, coordinate and integrate the work of a department providing engineering, traffic engineering, land development, capital projects, field maintenance, special districts and enterprise services.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

9. Establish and maintain effective working relationships with all levels of City management, other governmental officials, consultants, vendors, contractors, employees, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering or a closely related field; and at least ten years of professional public works experience, at least five of which were in a management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee 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 and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close 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 complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, other governmental officials, consultants, vendors, contractors, employees, the public and others encountered in the course of work.

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 works under typical office conditions, and the noise level is usually quiet.