



### **POSITION DESCRIPTION**

|                   |                       |                     |              |
|-------------------|-----------------------|---------------------|--------------|
| <b>Title:</b>     | Public Works Director | <b>Department:</b>  | Public Works |
| <b>Type:</b>      | Regular               | <b>FLSA Status:</b> | Exempt       |
| <b>Pay Range:</b> | Executive             | <b>Revised:</b>     | 12/2013      |

### **DEFINITION**

The Public Works Director is an executive management-level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: Public Works (streets, parks, & fleet), Engineering, Capital Projects, Airport, Transit, and other related services; Serve as Town Engineer; coordinates required functions with other Town departments and outside agencies. The position provides highly responsible and complex administrative and expert professional assistance to the Town Manager. This is an executive department director level class with responsibility for program development, planning and implementation of goals, objectives, policies, and priorities for the department. Incumbent provides fiscal management, administration, and operational direction of the Town's Public Works Department. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations and laws. The position is a key member of the Town's Executive Management Team.

### **SUPERVISION RECEIVED AND EXERCISED**

Position is appointed by the Town Manager and reports to the Town Manager. The position exercises direct and indirect supervision over professional, technical, and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, direct, and coordinate through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; conduct field inspections of work-in-progress and completed projects; ensure the maintenance of safe working conditions and good housekeeping practices; meet with key staff to identify and resolve problems.
- Work with other Town staff, elected officials, and outside agencies; explain and interpret Town's Public Works related programs, policies, procedures, and activities; negotiate and resolve sensitive, significant and controversial issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Direct and review the work of contract consultants providing assistance to staff.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
- Assess and monitor work load, processes, means and methods, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Provide staff assistance to the Town Manager, Town Council, assigned committees, and other department directors; prepare and present staff reports and other necessary correspondence.
- Manage existing assessment districts and implement new districts as may be approved, prepare necessary technical reports, budgets, and contracts.
- Responsible to initiate purchases of equipment and supplies required for the department; coordinate and to approve purchasing, bidding, and project cost estimation.
- Oversee and participate in the development and administration of the department budget.
- Conduct a variety of organizational studies, investigations, and operational studies for the Town; recommend modifications to departmental programs, policies, and procedures as appropriate.
- May participate on a variety of committees; attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in the fields of Public Works, Engineering, Infrastructure Construction/Maintenance and Airports, and public administration; Represent the Public Works Department to other departments, elected officials, and outside agencies.
- Coordinate assigned activities with those of other departments and outside agencies and organizations.
- Performs other related duties as required.

## **QUALIFICATIONS**

### Knowledge of:

- Operational characteristics, services, and activities of municipal government programs including accounting, payroll, purchasing, revenue collection, and budgeting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation of employees.
- Advanced principles, practices, and standards of engineering design, infrastructure construction, and maintenance and fleet management.
- Management of assessment districts.
- Principles and practices of risk management and loss prevention including OSHA regulations, worker's compensation, and asset protection programs.
- Pertinent federal, state, and local laws, codes, and regulations, including those related to public works contracts and bidding procedures and regulation of Airports.

- Business mathematics, statistics, financial analysis, engineering calculations, and complex RFP preparations.
- Advanced principles and practices involved in the operation and maintenance of Town infrastructure including: street, sidewalks, and storm drain maintenance; park and facility maintenance; vehicle and equipment maintenance; and other services and activities related to the operation and maintenance of the Town's infrastructure.
- Principles of maintenance planning and scheduling techniques and use of time, material, and labor cost estimating principles and practices used in maintenance and repair projects.
- Requirements for preparing, letting, and awarding public works bids.
- Commercial, residential, and public development projects, development requirements including environmental law, rules, regulations, and processes.

Ability to:

- Interpret, explain, and apply policies, procedures, and regulations pertaining to the Public Works Department.
- Plan, direct, and integrate broad, comprehensive public works programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and present courses of action.
- Communicate clearly and concisely, orally and in writing for the public, Town organization and Town Council.
- Coordinate multiple concurrent projects, working well under pressure and deadlines with limited supervision.
- Develop clear, concise, and comprehensive technical reports.
- Perform assigned duties and tasks using independent judgment and personal initiative.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Perform staff level functions, prepare reports, file appropriate documentation, review development plans to complete required tasks.
- Maintain cooperative working relations with the general public and employees with an emphasis on customer service.
- Properly train and provide information to subordinates on safe work practices and procedures and to follow OSHA and other safety regulations as required.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.

- Prepare and administer larger and complex budgets.
- Carry out the mission of the Town and the Department.

Experience and Training:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A typical way to obtain the knowledge, skills, and ability to perform this job is:

Education:

A bachelor's degree in engineering, construction management, or a related field (engineering degree is preferred) is required.

Experience:

Eight years of increasing levels of responsibility and administrative experience with an emphasis in Public Works with five years governmental experience, and three years of supervisory experience.

Licenses:

Possession of, or ability to obtain within the state required timeframe, a valid State of California Class C Driver's License with an acceptable driving record to perform required work, attend meetings, training, or classes. Must have the ability to pass an appropriate background check prior to the hire date.

California registration as a Professional Engineer is required within 18 months of hire.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, walk, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

**WORK ENVIRONMENT**

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees. Position is required to drive in various conditions to check status of projects and inspections.

**GENERAL**

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Received and Reviewed by:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**