



PUBLIC WORKS DIRECTOR

DEFINITION

Department Head/management position responsible for the direct supervision, coordination, and planning of the operation and maintenance functions of the Public Works Department; which includes the maintenance and operation of streets, storm drainage, public facilities, park buildings, wastewater collection and water treatment and distribution. The incumbent may also be required to routinely operate maintenance equipment and otherwise assist employees in the performance of their tasks.

EXAMPLE OF DUTIES

Duties may include, but are not limited to:

- Directly supervises the activities of public works personnel on a daily basis so they are efficiently utilizing their time in a productive manner
- Responds to citizen's requests, concerns, and complaints regarding public works services within the city
- Directly supervises the maintenance and improvements of city parks, streets and facilities
- Supervises the personnel operating and maintaining the municipal water system
- Supervises the personnel operating and maintaining the municipal storm water drainage collection system
- Supervises the continuous monitoring of water quality to ensure safe, high quality standards as required by State regulations
- Supervises the operation and maintenance of computer telemetry system for effective management of an integrated water system
- Coordinates the city's water backflow prevention program in compliance with State regulatory requirements
- Directs shop and mechanical repair activities for all City department vehicles
- Assists with preparation of the annual Public Works budget
- Prepares specifications and recommendations for materials, tools, and equipment needed by the Department
- Responsible for budgetary controlled purchasing of materials and equipment used by the department
- Trains and evaluates personnel
- Conducts safety programs and ensures compliance with safety regulations and standards
- Trains personnel in proper methods of operation and maintenance of facilities and equipment
- Prepares reports of public works activities for the City Manager

- Prepares estimates and requests for proposals for repairs and planned improvements within the department
- Supervises inspection and construction detail, and recommends acceptance of completed projects
- Reviews estimates of labor and materials costs for work to be performed
- Works with other administrative staff in evaluating projects and making proposals to the City Council
- Assists in the coordination and correspondence and intergovernmental issues regarding city water operations between State, County and other public and regulatory agencies
- Coordinates city permits for tree removal, fire hydrant usage and encroachments, and provides information, directions, and inspections for utility connections
- Supervises contracts related to Departmental operations and the renovation and maintenance of all City facilities and buildings
- Operates motorized and mechanical equipment and assists employees with maintenance tasks as necessary
- Represents the City at conferences, professional meetings and conventions
- Coordinate activities with other city departments and other public/private agencies
- Identification and resolution of mechanical and operational problems which might develop in the city's streets and utilities systems
- Preparation of correspondence and reports and responses to inquiries; maintain accurate related records
- Performs other related duties as required

QUALIFICATIONS

Knowledge of:

- Principles of public sector supervision, training, and safety practices
- Quality customer service
- Training personnel in the proper use and safety practices associated with public works construction, operation and maintenance activities
- Annual budget preparation and capital improvements programs
- Administrative processes and their proper application to public works, personnel, and purchasing matters
- Safe practices and materials used pertaining to Street maintenance and upkeep
- State regulatory requirements as applied to water treatment practices and principles of pumping, treating, distributing, and storing well water for municipal use
- Operation and maintenance of pumps, valves, and other electrical, mechanical and motorized equipment and vehicles

Ability to:

- ! Plan, organize and direct city public works and other programs
- ! Provide administrative and professional leadership for the department
- ! Display critical thinking, conflict management and problem-solving skills to effectively identify daily problems and implement appropriate, sound solutions

- ! Properly interpret and make decisions in accordance with applicable local state and federal laws, regulations and policies
- ! Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs
- ! Work cooperatively and effectively with management staff, employees and others
- ! Communicate clearly and concisely, orally, and in writing
- ! Work well under pressure to meet deadlines

EDUCATION AND EXPERIENCE

Any combination of education, training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would include:

Education:

Equivalent to an Associates degree supplemented by specialized courses in supervision, management, water treatment and distribution and related subjects.

Experience:

- Six years of progressively responsible experience in public works construction and maintenance activities
- Two years in a supervisor position

SPECIAL REQUIREMENTS

- Possession of a valid California Driver's License issued by the State Department of Motor Vehicles.

DESIRED QUALIFICATIONS

Possession of, or ability to obtain, the following certificates within 24 months:

- Grade II Water Treatment Certificate issued by the California State Department of Health
- Grade II Water Distribution Certificate issued by the California State Department of Health.

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.

While performing the duties of this job the employee is frequently required to sit and talk, hear or walk; Stoop, bend and lift and/or move up to approximately 50 lbs., and may on occasion

weigh 100 lbs. Specific vision abilities required by this job include close vision, distance vision and color vision.

While performing the duties of this position, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or hot humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work area can be loud.