



DIRECTOR OF PUBLIC WORKS

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under administrative direction of the City Manager to plan, organize and direct the Public Works Department; to supervise professional engineering work, building inspections, and maintenance operations; and to do related work as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, and directs the public works activities of the City, including engineering, building inspections, streets and sewers, water, wastewater treatment plant, building maintenance, fleet and street lighting
- Coordinates public works activities with other City departments and other public works agencies
- Acts as advisor to the City Manager, City Council, and other departments on engineering and public works matters
- Confers with officials of other agencies on such matters as joint public works projects
- Recommends appointments and promotions
- Evaluates employee performance and takes or recommends appropriate disciplinary action
- Prepares department budget and controls budget expenditures
- Represents the City on regional boards and associations with respect to public works activities and directs the preparation of Public Works Department reports to City Council.
- Provides interdepartmental coordination on policy issues.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Municipal public works planning, design, and administration; civil engineering principles and practices as applied to the field of municipal public works, including planning and development, design, construction, operation, and maintenance; technical, legal, financial, and public relations problems involved in the conduct of the municipal public works program and principles of personnel management and supervision.

Ability to: Plan, lay out, coordinate, and control through subordinates the work of Public Works including engineering, operating, construction (inspection), maintenance, and other departmental personnel; establish and maintain cooperative and effective working relationships with subordinates, public groups, organizations, and City officials and prepare comprehensive and complex technical reports.

Skills: Able to use computer for administrative purposes; familiar with spreadsheet and work processing computer programs. Proficient in understanding and analyzing complex technical and administrative reports.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

License: Registered Civil Engineer; possession of an appropriate California operator's license issued by D.M.V.

Education and Experience: Graduation from a four-year college or university with a B.S.C.E. or equivalent Degree, a Masters Degree in Administration is desirable; six years of increasingly responsible professional civil engineering experience, including five years of experience in municipal public works or equivalent, and five years of supervisory experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Establish and maintain cooperative working relationships with all those contacted in the course of work; ability to enforce regulations with tact and firmness; to explain technical matters simply and patiently; ability to remain calm during emergencies and when talking to difficult citizens and to deal with people from different cultures diplomatically; to analyze situations accurately and adopt an effective course of action; exercise good judgment at all times; sit for long periods of time at a desk or in a car; stand for long periods of time at counter; walk short to medium distances occasionally; climb up and down hills and ladders, work outdoors in adverse weather; occasionally lift boxes up to 25-lbs.; sufficient vision, hearing and stamina to perform the above functions; ability to speak and write clear and concise English and prepare and present reports at public meetings and respond to questions.

D600
DIRECTOR OF PUBLIC WORKS
DEPARTMENT HEAD
EXEMPT
REVISED JULY 2000