

PUBLIC WORKS DIRECTOR/CITY ENGINEER

\$72.9063 - \$93.0491 Hourly
\$144,062.85 - \$183,865.01 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department including engineering services and inspections, building, street and sewer maintenance activities and contract administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Assume full management responsibility for all department services and activities including engineering services and inspections, building, street and sewer maintenance activities and contract administration, recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- 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; meet with key staff to identify and resolve problems.
- Exercise continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulate city visions, mission and goals with team members, co-workers and customers; support a clear, customer-focused vision.

CITY OF HERCULES

- Focus on building effective relationships and ensuring cooperation and coordination across teams; develop and meet challenging team goals.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Prepare a variety of engineering reports, legal descriptions, contracts and correspondence.
- Develop and coordinate the formulation of long-range planning including financial and Capital Improvement Plans.
- Administer and coordinate engineering design, contract administration, surveying, inspection, property management and construction of public and private projects.
- Supervise, administer and coordinate departmental contracted services.
- Oversee various City maintenance activities including those for City parks, streets, buildings, sewers and wastewater collection systems.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- 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
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering and public works administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive public works and engineering program.
- Principles and practices of civil engineering.
- Methods, techniques, materials and equipment utilized in public works construction projects.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Manage and direct a comprehensive public works and engineering program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Develop and coordinate the formulation of long-range planning including, financial and Capital Improvement Plans.
- Administer and coordinate engineering design, surveying and inspection.
- Supervise, administer and coordinate departmental contracted service.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations,
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations. Communication with others, reading, writing and operating assigned equipment.

CITY OF HERCULES

Experience and Training Guidelines Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible civil engineering experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate

- Possession of registration as a professional civil engineer in the State of California.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____