

PUBLIC WORKS DIRECTOR

DEFINITION

Plans and administers daily operations and maintenance functions for an assigned section of the Public Works department; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to develop, direct and administer daily operations and maintenance functions for the Public Works department. The work is performed under the direction of the City Manager and requires the exercise of independent judgment and initiative. Supervision is exercised over all technical and operational support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and administers budgets for the Public Works Department, including acting as the departmental budget.
- Procures and disposes of City vehicles and equipment, including preparing bid packages and specifications, reviewing and analyzing bids received, preparing agenda bills and bid summaries with recommendations, preparing purchase order requests, and initiating fixed asset management paperwork.
- Operates and maintains the City's Fleet Program, reviewing actual maintenance and operations costs, reviewing vehicle and equipment physical conditions, and participating with other departments to determine vehicle and equipment needs.
- Interacts with insurance companies and adjusters for claims against the City and damage to City property by others.
- Prepares documentation and billing for collection of funds as repayment for damage to City property, vehicles, and equipment.
- Develops, manages, and operates system of tracking labor, equipment, and material costs associated with activities conducted in Facilities Operations, Parks, Sewer Collection, Streets, and Water Distribution sections, including reviewing data for activity cost analysis and budgetary requirements.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Develops and implements goals, objectives, policies, and priorities for assigned programs.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of State, Federal, and local regulations pertaining to health, safety, and environment.
- Thorough knowledge of operational characteristics, services, and activities of a comprehensive fleet, field, parks and facilities maintenance program.
- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Thorough knowledge of modern and complex principles and practices of program development and administration.
- Thorough knowledge of fleet, streets, water, sewer, parks, and facilities maintenance theory, principles, practices, and their application to a wide variety of services.
- Thorough knowledge of personnel selection, supervision, training, and performance evaluation.
- Thorough knowledge of principles and practices of municipal budget preparation and administration.
- Thorough knowledge of procedures and practices utilized in the construction, repair, and operation of public works facilities, systems, projects, and functions.

Skill in:

- Troubleshooting vehicle, water, sewer, parks, and facilities deficiencies.
- Analyzing complex programs, documents, and financial reports, including making recommendations for options and improvements.
- Managing, directing, and coordinating the work of supervisory, professional, and technical personnel.
- Providing administrative and professional leadership and direction for the Division.
- Preparing and administering large and complex municipal budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems and identifying alternative solutions.
- Projecting consequences of proposed actions and implement recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Interpreting and applying Federal, State, and local policies, procedures, laws, and regulations.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid Class C California State Driver's license

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Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Construction Technology, Engineering, or a related field.
- Considerable (four to six years) experience in construction and maintenance management.