

DIRECTOR OF PUBLIC WORKS

*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.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Department including street maintenance, facility maintenance, landscape maintenance, equipment maintenance, wastewater collection and treatment, and water production and distribution; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Public Works Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. 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.
3. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. 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.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Direct and review the work of contract consultants providing assistance to staff.
7. 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.
8. Keep informed of the status and availability of necessary tools, equipment, and material to ensure availability in advance of need; ensure that material and equipment are properly stored, protected, and maintained; initiate purchases of equipment and supplies required for the Department; coordinate and approve purchasing, bidding, and project cost estimation.
9. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
10. Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on department activities.
11. 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.
12. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

CITY OF CERES
Director of Public Works (Continued)

13. Participate on a variety of boards, commissions, and committees including City Council meetings.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the operation and maintenance of the City's infrastructure; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive public works operations and maintenance program.

Advanced principles and practices involved in the operation and maintenance of City infrastructure including: street, sidewalk, and storm drain maintenance; park and facility maintenance; wastewater collection system maintenance; wastewater treatment and disposal; water supply and distribution system maintenance; vehicle and equipment maintenance; and other services and activities related to the operation and maintenance of the City's infrastructure.

Operational characteristics of maintenance and construction equipment and tools used in the area of assignment.

Advanced 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.

Principles of preventive maintenance programs.

Principles of maintenance planning and scheduling techniques.

Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.

Occupational hazards and standard safety practices.

Ability to:

Manage and direct a comprehensive municipal infrastructure maintenance and operation 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.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Keep accurate material and labor cost records and to prepare required work and time reports.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Read and interpret construction plans and drawings.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, construction management, engineering, or a related field.

Experience:

Eight years of increasingly responsible experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; may be exposed to dust, noise, slippery or uneven surfaces, electric energy, machinery, moving objects and other vehicles while in the field; may be exposed to varying climates and temperatures while performing duties in the field; may be required to work extended hours including evenings and weekends; and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Unrepresented – Department Head
FLSA Status: Exempt

June, 2007 (Rev. August, 2015)