



CLASSIFICATION SPECIFICATION PUBLIC WORKS DIRECTOR/CITY ENGINEER

JOB SUMMARY:

Under general supervision of the City Manager, the Public Works Director/City Engineer oversees all operations of the Public Works Department including engineering, field operations, parks and facilities, and fleet services; develops and administers the department budget; serves as a member of the City's executive team; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Public Works Director/City Engineer reports directly to the City Manager and is responsible for the overall planning, organization, and administration of the Public Works Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs the most complex engineering work including highly specialized design, research, analysis, and evaluations; oversees the review of engineering plans, specifications, designs, and cost estimates; and evaluates compliance with laws, ordinances, and acceptable engineering standards and makes corrections or improvements.
- Sets requirements for a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and directs traffic engineering and transportation planning activities and studies.
- Oversees capital improvement projects; directs the preparation of plans, specifications, cost estimates, and contract documents; visits construction sites to ensure conformance to plans; reviews and approves payments for contract services; and works with other City departments and divisions to identify and prioritize needs related to engineering projects.
- Monitors the condition of City infrastructure including streets, sidewalks, curbs, gutters, sewers, buildings, trees, landscaping, traffic controls, fleet, and other related equipment and facilities; stays current on issues relative to the field of public works and delivery services; and guides the development of comprehensive plans to meet the future needs of department services.
- Develops and implements department policies and procedures; develops and administers the department budget; monitors and approves expenditures; makes adjustments to the budget as necessary; prepares department agenda items; and writes and presents staff reports to the City Council.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; confers with other professional and technical staff; coordinates work with other City departments, outside agencies, contractors, and consultants; provides engineering

services and consultation to a variety of field and office personnel; and responds to and resolves the most complex community and organizational inquiries, issues, and complaints.

- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Extensive knowledge of the principles and practices of civil engineering design and construction including relevant federal, state, and local legislation relating to engineering and the environment; principles and techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of financial analysis including financial terms and cost benefit analysis; principles and practices of municipal budget preparation and administration; principles of statistical and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative; correctly interpret and explain engineering policies and procedures; read, understand, and correctly interpret plans, specifications, designs, and relevant engineering codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- Master's degree in civil engineering, public administration, or a closely related field is desirable.
- Seven years of increasingly responsible experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or engineering plan checking, with at least three years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession or ability to obtain within the first six months of employment a Civil Engineer Professional Engineer (P.E.) license issued by the State of California is required.

PHYSICAL DEMANDS:

- Ability to lift up to 15 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: October 15, 2018