

**DIRECTOR OF PUBLIC WORKS**

(Unclassified)

**DEFINITION**

To plan, direct, and review the activities of the divisions comprising the Engineering Department; to provide professional and technical staff assistance.

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of subordinate division managers and other professional, technical and clerical staff.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Plan, direct, and review all public works engineering activities including all phases of design, surveying and inspection.

Plan, direct, and review the construction, operation, and maintenance of the City's domestic water transmission and sewerage collection and treatment facilities.

Plan, direct, and review all City maintenance functions.

Confer with and advise supervisory assistants on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.

Review plans, engineering reports, budget estimates and proposed ordinances submitted by division heads.

Act as technical advisor to the City Manager and City Council on public works, engineering and traffic matters; develops comprehensive recommendations for management use.

**EXAMPLE OF DUTIES** (continued):

Supervise and participate in the development and implementation of the capital improvement program and budget.

Respond to difficult citizen inquires and complaints.

Evaluate and recommend professional engineering consultants and contracts.

May perform duties of City Engineer and of Superintendent, Water System.

Represent the City Manager before citizens, elected officials, and committees on public works matters of the City.

Determine the need for new equipment and facilities, major repair and rebuilding projects.

Supervise and participate in the preparation and administration of the department budget.

Coordinate public works activities with other City departments and with outside agencies.

Select, supervise, train and evaluate professional, technical and clerical subordinates.

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of engineering and administration as applied to the design and construction of public works facilities and technical inspection services.

Methods, materials and techniques employed in public works construction.

Principles and practices of modern office management.

Recent developments, current literature and sources of information in municipal public works administration.

Principles of organization, administration, budget and personnel management.

### Ability to:

Organize, direct, and coordinate the activities of a large department in a manner conducive to full performance and high morale.

Delegate authority and responsibility and to schedule and program work on a long-term basis.

Select, supervise, train and evaluate subordinates.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least eight years professional engineering and administrative experience in the field of public works, including some experience in utilities operations.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Possession of a certificate of registration as a professional civil engineer in the State of California is desirable.

Revised December 1980

AAP GROUP: 1  
FPPC STATUS: Designated  
FLSA STATUS: Exempt