

## **PUBLIC WORKS DIRECTOR**

### **GENERAL PURPOSE**

Inspects the various stages of construction and repair of public works projects; plans, organizes and directs the maintenance, preservation or beautification of the city's parks, beaches, streets and traffic control devices; performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a department head classification, responsible for planning, organizing and directing the design, maintenance and repair of approximately six city parks/beaches and 22 miles of streets, rights-of-way, ditches and gulches. In addition, the Public Works Director is responsible for performing on site inspections of contracted public works projects to insure compliance with city codes, ordinances, plans and specifications. At the present time all city engineering work is performed by a local private engineering firm under contract with the city who acts as City Engineer.

However, the Public Works Director directs and supervises the assignments delegated to the City Engineer and other contracted consultants.

### **SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the City Manager.

### **SUPERVISION EXERCISED**

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, directs and organizes the activities of the Public Works Department.

Directs and supervises the assignments delegated to the City Engineer and other contracted consultants.

Directs the development of all public works construction projects.

Prepares work or project agreements between the city and other companies or individuals.

Reviews and approves estimates of labor and materials costs for work to be performed.

Makes on site inspections of contract public works projects both during construction and at completion for adherence to plans and specifications.

Inspects various phases of construction of streets, sidewalks, curbs and gutters, water lines, sewer lines, sprinkler systems and public buildings.

## **PUBLIC WORKS DIRECTOR**

Reviews and interprets construction plans and specifications to determine if improvement plans conform to city standards.

Confers with private contractors and developers regarding conformance to established standards.

Handles notifications to proceed, and progress payments and billings of construction contracts.

Maintains records and prepares reports on inspection activities.

Performs complicated calculations and prepares engineering and traffic studies as necessary.

Inspects traffic signal installation, operation and control through construction zones.

Reviews private development submittals for compliance with city ordinances and requirements.

Plans and directs the maintenance and repair of parks, recreational and athletic areas and streets, parking lots, storm drains and traffic control devices.

Supervises and evaluates staff.

Enforces employee health and safety rules and regulations.

Handles complaints and answers questions from the public regarding department activities.

Prepares specifications for equipment and supplies and recommends department purchases.

Researches and evaluates department needs for future operations.

Prepares and monitors department budget.

Prepares and maintains records and reports.

Attends City Council meetings and makes oral and written presentations when necessary.

Plans and directs the seasonal lifeguard operation.

Approves and inspects the removal of all trees within the city limits in conformance with ordinances and regulations.

## **PERIPHERAL DUTIES**

**Assists in the training of city personnel in public works systems and techniques.**

## **PUBLIC WORKS DIRECTOR**

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

(A) Graduation from a four-year college or university with a **degree in civil engineering, public administration or a closely related field**; and

(B) Minimum of five (5) years of increasingly responsible engineering, public works or parks experience including at least three years in a supervisory capacity; or

(C) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Thorough knowledge of: modern principles, practices and methods used in public works management and administration; budget preparation; hazards and necessary safety precautions involved in the use of parks and streets maintenance and repair equipment and materials; landscaping principles, practices and design of parks and beaches; modern methods, tools, equipment and materials used in the construction, maintenance and repair of parks, beaches, streets, right-of-ways, ditches and gulches; methods and practices of public works inspections; complex mathematical calculations and their application to engineering; and appropriate procedures to follow in bringing non-conformance aspects of a project into conformance.

(B) Skill in operating the listed tools and equipment.

(C) Ability to: plan, organize and supervise staff; maintain and prepare reports; interpret construction plans and specifications; speak and write clearly and effectively; establish and maintain cooperative working relationships with other city departments, employees and general public; prepare department budget; interpret laws, rules and regulations and their application to various phases of public works construction; and work effectively with private contractors and developers to insure compliance with approved specifications and plans.

### **SPECIAL REQUIREMENTS**

(A) Must possess a valid State driver's license or have the ability to obtain one prior to employment;

(B) Registration as a Professional Engineer is ideal.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

## **PUBLIC WORKS DIRECTOR**

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Revised: