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**PUBLIC WORKS DIRECTOR**

**DEFINITION**

Under general direction, functions as the administrative head of the Public Works Department and is the final departmental authority in all matters of policy and operation; organizes, directs and controls all public works activities; plans and manages a comprehensive public works program; acts as the City's primary authority on public works issues; performs other related work as required. This position is Civil Service exempt.

**DISTINGUISHING FEATURES**

This is a single-position classification at the top management level. The Public Works Director is appointed by and reports directly to the City Manager, is a member of the City's top management team and is responsible for all operations of the Public Works Department. Various related functions may be assigned to the department depending on the needs and priorities of the City and requirements of the law.

**EXAMPLES OF DUTIES**

1. Establishes the mission of the Public Works Department through and in response to the assessment of community needs and desires.
2. Directs and participates in the development of goals, objectives, policies and procedures for the Public Works Department.
3. Plans, directs, supervises and coordinates activities of Public Works Department personnel.
4. Plans and directs a comprehensive public works program and related activities, including civil engineering, transportation and traffic engineering, waste management and recycling, public works maintenance services such as building and grounds, streets, waste water and fleet maintenance, and building code enforcement and inspection; evaluates program effectiveness and establishes priorities.
5. Directs the planning, design, construction and inspection of capital improvement projects.
6. Coordinates the planning and engineering of interdepartmental capital improvement projects.
7. Plans, directs, conducts, and/or reviews studies and reports.
8. Provides staff support to assigned boards and commissions including the Airport Operations Committee, Cable Television Advisory Committee, and Traffic Advisory Committee.
9. Confers with other departments, agencies, public officials, residents, and public and community-based organizations regarding public works issues; makes presentations on public works projects, programs and activities.
10. Participates in City management staff meeting with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
11. Oversees preparation and administration of operating and capital budgets, including capital improvement projects and funding sources.
12. Responsible for the supervision, training and evaluation of Public Works Department personnel.

**EMPLOYMENT STANDARDS**

Education/Experience

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

Education: Graduation from an accredited four-year college or university with major course work in civil engineering, public or business administration. A related advanced degree is desirable.

Experience: Ten years of broad and extensive experience in all major phases of public works and civic capital improvement administration including at least five years of responsible management experience. Recent California public works management experience is desirable.

Knowledge

Knowledge of the objectives, trends, techniques and principles of modern public works administration; principles and practices of civil engineering as applied to the administration of diversified public works activities; laws, codes, regulations, and safety orders applicable to municipal public works operations.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all Public Works Department activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of a comprehensive public works program; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations related to Public Works Department management; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, public officials, community organizations and the general public.

Other Requirements

Registration as a Professional Civil Engineer with the State of California is desired.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.