

PUBLIC WORKS DIRECTOR

DEFINITION

Under direction of the City Manager, to plan, organize, direct, monitor, and measure performance of the Public Works Department of the City of Atwater; to provide advice and consultation on Public Works development, operational problems, and services to the City Manager and City Council; to supervise, train, and evaluate the work of staff assigned to the Public Works Department; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This is the top level executive management classification for the position which has responsibility for managing and directing the services and functions for the City's Public Works Department, as well as serving as the primary advisor on Public Works maintenance and service issues for the City Council, City Manager, and City staff.

REPORTS TO

City Manager.

CLASSIFICATIONS SUPERVISED

Parks and Facilities Division Manager, Street Division Manager, Utilities Division Manager, Administrative Assistant I, II, Executive Assistant, and other department staff.

ESSENTIAL FUNCTIONS

Plans, organizes, manages, monitors, measures, and evaluates the performance of the City's Public Works operations, functions, and services; provides supervision, training, and work evaluations for department staff; reviews department operations and develops and implements organizational changes to maintain service goals and objectives; evaluates needs and develops plans for long range maintenance and upkeep of City Public Works facilities; provides supervision, training, and work evaluations for assigned technical, professional, paraprofessional, and office support staff; accepts and approves private contractor construction work performed in accordance with City contracts; performs a variety of highly complex professional work; gathers information and develops studies, reports, and recommendations related to Public Works operations and services; develops the department budget and makes presentations justifying expenditure levels; monitors on-going budget expenditures and initiates transfers as needed; interprets and applies City policies, procedures, rules, and regulations for department staff; investigates and follows-up on complaints and concerns regarding Public Works operations and services; has overall responsibility for the proper servicing and maintenance of City vehicles and equipment; works with other City management to

develop fees for enterprise services; oversees the development of department activity reports and reports required by other government agencies; develops and implements processes to set goals and objectives for a variety of services and functions; provides advice and support for department staff; provides a variety of consultation to City management, staff, and the City Council; and represents the City and the department with citizens, community, organizations, and other government agencies. Attends night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work may be performed outside in varying temperatures; frequent contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- City, county, and state building codes.
- Methods, equipment, materials, and techniques used in public works maintenance, repair, and construction of public works facilities.
- Principles of public administration.
- Capital improvement projects, planning, development, and administration.
- Maintenance, operation, and utilization of public works equipment.
- Principles of public works planning and development.
- Budget development, administration, and expenditure control.
- Time, materials, and cost estimating for maintenance and construction projects.
- Use of computers and computer applications in professional engineering and public works services and operations.
- Construction methods, materials, and procedures.
- Laws, rules, regulations, and policies affecting public works operations and services.
- Contract and grant development and administration.
- Principles of management, supervision, training, and employee evaluation.

Ability to:

- Plan, organize, manage, and direct the functions and services of the City's public works.
- Plan, manage, and oversee a variety of services, projects, and programs.
- Provide supervision, training, and work evaluations for assigned staff.
- Provide a variety of consultation to City elected officials, management, and staff.

- Develop and administer grants and contracts.
- Gather, organize, and analyze data, preparing a variety of reports.
- Use a computer and appropriate software in performing professional management and public works administrative responsibilities.
- Effectively represent the City and the City's Public Works Department in contacts with the public, other City staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Develop budgets and control expenditures.

Training and Experience:

- Five (5) years of increasingly responsible professional experience in the planning, development, construction, and maintenance of public works facilities, including three (3) years in an administrative management or supervisory capacity in public works.
- Four (4) years in the design and construction of public works improvements highly desirable.
- Additional training in public administration, finance, and economics, or closely related subjects, is highly desirable.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in a related field.

License:

- Possession of a valid California driver's license.

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