

## **PUBLIC WORKS DIRECTOR/CITY ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Public Works Department including engineering, street maintenance, pavement management program, street lighting, assessment districts, storm drainage, collection system, and equipment maintenance and procurement; facilitates, develops, and implements short and long term goals for the department; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **IDENTIFYING CHARACTERISTICS**

The Public Works Director/City Engineer is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full responsibility for all Public Works Department services and activities including engineering services, public works maintenance, equipment maintenances, and assessment districts.
2. Assumes full management responsibility for all engineering activities including City-wide engineering, right-of-way acquisition, public infrastructure, and Capital Improvement Program design, public works construction, construction management, project inspection, and contract management.
3. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
4. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Plans, directs and coordinates, through subordinate level staff, the Public Works Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel including departmental staff and program contractors; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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8. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
9. Oversees and participates in preparing the capital improvement budget for the department; monitors capital improvement projects to ensure projects are completed within budget.
10. Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, and other related facilities and equipment for maintenance, repair, and replacement.
11. Facilitates, develops, and implements short and long term goals for each assigned division.
12. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
13. Represents the Public Works Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
15. Participates on a variety of boards, commissions, and committees.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works; incorporates new developments as appropriate.
17. Responds to and resolve difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Modern principles and practices of civil engineering.

Operations, services, and activities of a comprehensive public works program.

Advanced principles and practices of program development and administration.

Modern principles, practices, and techniques of public works administration, organization and operation.

Principles and practices of street/landscape maintenance, pavement management, equipment maintenance, storm drainage system maintenance, traffic signals, capital improvement projects and public utilities.

Principles and practices of public relations.

Occupational hazards and standard safety practices.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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**Ability to:**

Manage and direct a comprehensive public works program including engineering and maintenance services.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Facilitate group participation and consensus building.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction, public administration, facility management or a closely related field.

**Experience:**

Eight years of broad and extensive experience in public works development, professional engineering, and maintenance activities or related service delivery operations, including at least three years in a responsible management capacity.

**License or Certificate:**

Possession of an appropriate driver's license.

Possession of a valid certificate as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

Possession of a valid certificate as a Land Surveyor issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*