

DIRECTOR OF PUBLIC WORKS

Definition:

Under general administrative direction, the Director of Public Works is responsible for planning, organizing and directing the operations and staff of the Public Works Department; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex management support to the City Manager in areas of expertise. In addition, this position may serve as the City Engineer. This position performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Director of Public Works include the following:

Plans, organizes, directs and manages all activities of the Engineering Division to include traffic engineering/signal operations, water system management, water supply, project development and design, construction management, municipal airport operations, and general engineering services, in addition to all activities of the Maintenance Services Division to include maintenance of the City's buildings, facilities, parks/open spaces, medians, streets, alleys, sidewalks, sewers, fleet vehicles and water system.

Coordinates Public Works Department activities with those of other departments as needed.

Advises the City Manager, City Council, and other City departments/divisions on civil engineering surveys, designs, plans, specifications, reports and contracts for the construction of street improvements, sanitary sewer, storm drains, water improvements, bridges, park improvements, issues pertaining to municipal maintenance services, and other related projects.

Serves as the City Engineer and the City's primary representative, for engineering matters, with other agencies, consultants, developers and contractors.

Represents the City in engineering and maintenance related issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's engineering/maintenance related policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a wide variety of surveys, plans, specifications, and requests for proposals, studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.

Oversees the administration of contracts with private contractors and outside agencies.

Makes Public Works Department budget recommendations and administers the expenditure of funds.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Prepares, coordinates and administers the City's capital improvement program.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendations for change as needed.

Makes oral and written presentations.

Inspects construction sites and maintenance projects as needed.

Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Director of Public Works is a single incumbent department head class and is a member of the City's executive team. The Director of Public Works is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Public Works supervises division managers and professional/administrative support staff and through them all Public Works Department employees. The Director of Public Works establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups, developers, consultants and representatives of other public and private agencies. Contact with the public will occur during some work assignments and resolution of concerns.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and public works department organization, administration and operations.

Principles, practices and methods used in contemporary civil engineering projects and public works programs including a working knowledge of contemporary municipal maintenance programs.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Laws, codes, regulations, standards, rules and procedures governing civil and municipal engineering, planning, administration and design; municipal maintenance operations and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiations and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Public Works Department staff and programs.

Formulate and administer effective citywide engineering services and municipal maintenance programs.

Oversee the preparation and review of engineering plans and specifications for sanitary sewers, storm drains and other public works and private development projects.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Prepare clear and comprehensive reports and make effective presentations.

Communicate effectively orally and in writing.

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

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact.

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A bachelor's degree in civil engineering or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a

professional engineering organization comparable to Fullerton in terms of the scope of activity including municipal maintenance programs.

Special Requirements Include:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Director of Public Works file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Other:

A graduate degree or some completed graduate level coursework in management, business administration, public administration, civil engineering or a related field from an accredited college or university is preferred but not required.

Possession of a valid certificate of registration as a Professional Civil Engineer with authorization to practice in California is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors with outdoor work as required. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, reaches and grasps. When performing inspections the incumbent may walk and stand on slippery and uneven surfaces and be exposed to vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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