

PUBLIC WORKS DIRECTOR

PURPOSE

To plan, organize, direct and review the activities and operations of the Public Works Department including the operation of City recreational and transit programs and activities, lighting and landscape operations, and the maintenance of parks, buildings, streets and storm drains; to coordinate activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

WORKING CONDITIONS

Work is generally performed in an office setting, with some work done outdoors. Conditions include frequent attendance at evening meetings and frequent irregular hours as necessary to meet deadlines and achieve objectives.

PHYSICAL DEMANDS

Work emphasizes speech, hearing, and vision, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

DISTINGUISHING CHARACTERISTICS

This is an exempt, at-will senior management position directly responsible to the City Manager. The Public Works Director is the head of the Public Works Department and exercises the full range or supervisory authority over assigned personnel.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

ESSENTIAL JOB FUNCTIONS – Continued

Supervises and participates in the development and administration of the Public Works budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements multi-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Recommends Capital Improvement Program projects related to assigned functions; coordinates with the Engineering Department as required.

Responds to questions, complaints and emergency calls from other departments, the general public and outside agencies; takes appropriate action.

Directs the marketing of recreational activities to maintain community participation; assesses community needs regarding recreation and transit needs; identifies and implements new programs and/or revisions to programs.

Serves as staff to the Parks and Recreation Commission; develops Commission meeting agendas and supporting documentation; prepares and submits reports on the activities of the Department and matters in need of addressing by the Commission; provides technical assistance to the Commission.

Directs the City's transit program; completes Transportation Development Act (TDA) funding applications; prepares a variety of technical reports related to the operation of the program.

Serves as the Transit Representative to the Solano Transportation Authority (STA).

Directs, oversees and participates in park and recreation and public works facility planning functions; develops Requests for Proposal for a variety of services; assists with the development of bid documents; oversees the work of consultants and contractors.

Directs the City's street and storm drain system maintenance operations, including maintenance of the City's system of multi-purpose storm drain detention basins.

Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

ESSENTIAL JOB FUNCTIONS – Continued

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles and practices involved with the repair and maintenance of streets, storm drains, parks, buildings and vehicles; principles and practices of developing and implementing a comprehensive recreational program; principles and practices of operating a transit program; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State, and Federal laws, rules and regulations; organizational and management practices as applied to the analysis and evaluation of programs; principles and practices of organization, administration and personnel management; principles and practices of budget preparation and administration.

Ability to plan, direct, and control the administration and operation of the Public Works; prepare and administer department budgets; develop and implement department policies and procedures; supervise, train and evaluate assigned personnel; gain cooperation through discussion and persuasion; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply City and department policies, procedures, rules and regulations; 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:

Education: Possession of a Bachelor's Degree in Public Administration, Business Administration, Engineering or related field.

Experience: Seven years of increasingly responsible experience involving the operation and maintenance of a wide variety of public works and recreation programs including street and parks maintenance; including three years of administrative and management responsibility.

Other Requirements:

This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.