

Established: September 2005
Revised: 5/9/25
FLSA Status: Exempt

Director of Public Works

*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.*

DEFINITION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Public Works Department including streets, utilities, water treatment and wastewater treatment, ensures all resources within each division are properly allocated and managed; provides long range planning for department programs, projects, and needs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

CLASS CHARACTERISTICS

The Director of Public Works is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this 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. The incumbent is responsible for accomplishing the City's goals and objectives related to assigned program areas.

EXAMPLES OF DUTIES

1. Assumes full management responsibility for all Public Works Department services and activities including streets, utilities, water treatment, and wastewater treatment.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. 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.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. 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.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the Public Works Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Directs the activities and operations of the City's utilities, streets, and equipment

maintenance programs; ensures maintenance activities are completed on time and within budget.

9. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
10. Represents the Public Works Department to other departments, elected officials, and outside agencies including community organizations; develops community resources; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
12. Responds to and resolves difficult and sensitive citizen and business owner inquiries and complaints.
13. 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:

- Operations, services, and activities of a comprehensive public works program including public works maintenance and operations services and activities.
- Methods and techniques of research and report writing.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Manage and direct a comprehensive public works program including public works maintenance and operations services and activities;
- 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;
- 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;
- 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;
- Provide clear, concise and professionally sound consultation to the City Council, City Manager, and other interested parties on public works issues;
- Communicate clearly and concisely, both orally and in writing; and
- 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 knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, business

administration or a related field.

Experience:

Four years of increasingly responsible public works operations experience including two years of management and administrative responsibility.

License or Certificate:

Required:

- Possession of California class C driver's license for duration of employment.

Additional Desirable Licenses/Certifications:

- Possession of Grade 2 or higher water treatment and distribution certification.
- Possession of Grade 4 or higher wastewater treatment certification.
- Possession of California professional engineer's license.
- Possession of California land surveyor's license.