

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: Sept 2019

CLASS TITLE: **Public Works Director**

FLSA STATUS: **Exempt**

REPORTS TO: City Manager

HIRING STATUS: At Will

JOB SUMMARY

Under executive direction from the City Manager, the Director serves as the principal administrator of the Public Works Department; plans, organizes, directs, reviews and manages all department activities and functions including Parks, Streets, Public Facilities, Wastewater Treatment/Sewage, Storm Water, and Engineering; coordinates departmental activities with other City departments, outside agencies, community groups and individuals; and provides highly responsible and complex professional advice and support to the City Manager and City Council; assures department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director's duties are administrative/-managerial in nature, and the incumbent performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems, with broad authority for overseeing the day-to-day operations of the Public Works Department, including significant short and long-range capital improvement planning and development. The incumbent is responsible for directing, supervising, and integrating the work of all subordinate positions and classifications assigned to the department. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations, and the general public. The incumbent exercises a high level of independent authority, working from broad policies to achieve objectives critical to the department's mission.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- ◆ Plans, organizes, manages, leads, and directs the overall operations of the Public Works Department, including Parks, Streets, Public Facilities, Wastewater Treatment/Sewage, Storm Water, and Engineering;
- ◆ Plans, organizes, administers, review and evaluates the activities of professional, technical, maintenance, operations and office support staff through subordinate managers and supervisors.
- ◆ Contributes to the overall quality of the department's service provision by developing, reviewing, recommending, and implementing improved polices procedures.
- ◆ May perform or oversee a variety of professional engineering duties from plan review and approval, design contract review and project management.

- ◆ Selects, assigns, trains, directs, and evaluates subordinate staff; assures training and guidance for staff involved in all aspects of departmental services; oversees and implements disciplinary actions when necessary;

- ◆ Develops, plans, and implements department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities;
- ◆ Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations; directs the maintenance of accurate records and files;
- ◆ Manages the collection, analysis and reporting of administrative, budgetary, and operational data relating to the department, including the procurement of professional services and negotiates contracts for same; review the performance of professionals;
- ◆ Reviews legislation and assures department compliance with appropriate laws, regulations, statutes, and codes;
- ◆ Participates as a member of the City's Management Team; may serve as acting City Manager for brief periods during the absence of the City Manager;
- ◆ Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with department staff, federal/state/local agencies, the general public and others; seeks to achieve positive public relations in all department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned;
- ◆ Prepares complex statistical and narrative reports, correspondence, and other documents;
- ◆ Represents the City and/or Public Works Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; responds to public inquiries and sensitive complaints;
- ◆ Presents oral and written reports to the city council, professional groups, other interested parties, and groups, and the public;
- ◆ Provides lead and/or support assistance in grant proposal preparation and administration;
- ◆ Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Public Administration, Engineering, or similar major; and at least four years of managerial experience directly involving municipal services such as public works, capital improvement project management; parks maintenance and project management, or local agency facilities management.

Licensing and Certification:

Possess valid California Class C Driver's License.

Possess or be ability to obtain registration as a professional civil engineer in the State of California is desired.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- ◆ Municipal public works planning, designing, maintenance and construction, streets, traffic, and utilities maintenance programs.

- ◆ Administrative principles and practices, including goal setting, program development, implementation and evaluation and the management of employees through subordinate supervision.
- ◆ Principles and techniques of capital improvement design, construction, funding, contract management, negotiations, and long-term maintenance.
- ◆ Techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities.
- ◆ Principles and practices of automotive and equipment purchase, maintenance, and repair.
- ◆ Principles and practices of civil engineering.
- ◆ Applicable Federal, State, and local laws and regulations pertaining to public works.
- ◆ Federal, state, and local laws, rules and regulations governing land use planning, zoning, code enforcement, housing and environmental assessments;
- ◆ Contemporary principles and practices of organization and management, supervision, training, procurement processes and contract management;
- ◆ Modern methods and techniques of conducting objective research;
- ◆ Manual and automated management information systems;
- ◆ Advanced principles and practices of municipal budget preparation and administration;
- ◆ Contemporary principles and practices of public personnel management and employment relations;
- ◆ Local government institutions, governance, and service delivery responsibilities.

Skill in:

- ◆ Planning, organizing, and administering a road and public works engineering, planning inspection, maintenance, and operations program.
- ◆ Developing, reviewing, and approving engineering designs, plans specifications and construction documentation.
- ◆ Developing and implementing goals, objectives, policies, procedures, and work standards.
- ◆ Providing for the training and professional development of staff.
- ◆ Use of modern office equipment, including computers, computer applications and software.

Ability to:

- ◆ Listen effectively;
- ◆ Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- ◆ Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods, or application of state-mandated formats on prescribed schedules;
- ◆ Interpret complex and difficult administrative, legal, and operational situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;
- ◆ Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- ◆ Prioritize workload effectively to meet deadlines, frequently under rapidly changing conditions;
- ◆ Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- ◆ Formulate meaningful work programs in assigned areas of responsibility;
- ◆ Organize the work of subordinates in order to successfully achieve a common mission;
- ◆ Use computers and peripherals effectively in the accomplishment of assignments.

Language Skills:

- ◆ Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended

audience in mind.

Reasoning Skills:

- ◆ Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract.

Physical Demands:

The physical demands described here are representative of those which 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 functions.

Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors and varying outdoors.

Workdays are frequently long, and work product deadlines are common.

Attend meetings and functions outside of normal working hours.