

CITY OF WASCO

POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: City Projects Manager	Department : Public Works	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder: Public Works Director	Pay Grade:	Approval Date: 08/16/06

POSITION SUMMARY:

The fundamental reason this classification exists is to manage and administer the City Capital Projects Division as well as Engineering and Public Works Inspector series. Under general direction, plans and administers the day-to-day engineering and inspection operations of all Public Capital projects as well as the Public Works Inspection of site improvements on public lands and rights of way. Also to oversee and manage the engineering review and approval of all private residential, commercial and industrial development plan submittals. Also provides interaction between Engineering, Public Works, City Planning and Economic Development.

CLASS CHARACTERISTICS:

This is a single position, division-level management classification and exists only in the Capital Projects Division. The incumbent interfaces frequently with public officials, local agencies, other public/private organizations and the general public

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, coordinates, administers and directs the work of the Engineering Division

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division

Develops and implements management systems, procedures and work standards for program evaluation; prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them

Directs division activities, including planning, estimation, scheduling inspection and monitoring work being performed

Directs the preparation and administration of the division budget; directs the selection, supervision, work evaluation and discipline of Division staff and provides for their training and development

Prepares or reviews reports for the Public Works Director, City Manager, boards, commissions and other organizations; works closely with the public and private organizations or individuals to explain or coordinate proposed programs

Promotes good public relations in dealing with public complaints and inquires

Coordinates the work of the division with other City divisions and departments, outside agencies or concerned citizen groups

Ensures compliance of division activities to pertinent City codes, regulations and guidelines; monitors developments related to division activities, evaluates impact and implements policy and procedure improvements

Provides technical assistance to staff; prepares and maintains written reports, records and correspondence; integrates new program activities

Coordinates the review of City Council requests and problems identified by the Public Works Director

Reviews in-service training, safety training for the Division

Inspects street repairs, storm sewer facility repairs, and reconstruction work done for other departments and division

Oversees preparation of the division budget requests

Oversees preparation of divisional vehicle and material specifications

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Principles of management and supervision; public administration principles and practices; principles, practices and equipment used in Public Works as applied to the construction, maintenance, repair, cleaning of streets, storm drainage and sanitary sewer facilities; administrative principles and methods, including goal setting, program development and implementation; pertinent federal, state and local regulations; grant application and administration; computer applications related to the work including word processing, spreadsheet, database and pavement management software. Materials used, and methods and practices followed in street and drainage facilities maintenance, repair and cleaning. Efficient methods and procedures for scheduling and accomplishing street maintenance cleaning.

Skilled in –Crisis and disaster management; developer negotiations; Use of computers, computer applications, and software.

Ability to - Organize and supervise the work of staff and monitor performance; plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas; effectively implement approved programs; determine economic use of staff, equipment and to forecast long and short-term service requirements; analyze complex operational and administrative problems, evaluating alternatives and recommend or implement effective courses of action; develop and implement goals, procedures, work standards and management controls; make public presentations; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of the work. Perform a broad range of supervisory responsibilities over others. Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar. Use engineering survey instruments. Conduct special studies. Produce written documents in the

English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar. Determine types and causes of pavement failures and take remedial action. Work cooperatively with others. Work safely without presenting a direct threat to self or others.

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – Standard office environment and working conditions; however, must be willing to work outdoors in all weather conditions and/or in a maintenance environment. Ability to inspect and direct activities at all City facilities and locations

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of progressively responsible experience in street maintenance administration or related experience (street maintenance, sanitary and storm drain maintenance or design, and construction of Public Works projects including streets, storm drains and sanitary sewers, etc.), including three years at a supervisory level.

Education - Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Civil Engineering or closely related field

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date