

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Public Works Director	Department : Public Works	
Reports to:	City Manager	FLSA Classification : Exempt	
Career Ladder:	City Manager	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this management classification exists is to plan, organize, and direct the Public Works department including streets; mechanical and electrical maintenance; solid waste disposal; water; wastewater; dial-a-ride; animal control services; code enforcement; engineering. Formulates departmental policies, goals and directives and provides expert professional assistance to city management staff on public works matters. Direct and supervise the division heads, lead workers and other personnel providing day-to-day services within the several divisions of Public Works Department. The Director is a key advisor to the City Manager on matters affecting overall city operations

CLASS CHARACTERISTICS:

This single position management classification is responsible for the management of all activities of the Public Works services, and is responsible to the City Manager for the fulfillment of the Public Works-related goals and objectives of the City. It plans and directs the activities of the Public Works programs and prepares periodic reports to the City Manager and City Council, as requested. It has the responsibility for the preparation of the Public Works budget. The classification is the chief streets, mechanical and electrical maintenance, solid waste disposal, water, wastewater, dial-a-ride, animal control, greenwaste, code enforcement and engineering programs advisor.

ESSENTIAL RESPONSIBILITIES:

Plan, organize, direct, and supervise all departmental programs. Oversee and evaluate the efficiency and effectiveness of all aspects of the department's programs in light of the City's goals, objectives and priorities

Directs development of City goals, objectives and priorities. Based on these City goals, objectives and priorities, develop those of each department. Participate in the development and administration of the departmental budgets

Directs the selection and assignment of department employees and provide for the supervision and training of all such personnel. Assign, direct, evaluate and recommend reward and discipline of employees directly supervised, in accordance with City policy. Assure that department employees are

instructed in job safe practices associated with their typical work environments and in the handling of hazardous materials. Resolve routine personnel issues. Investigate accidents

Maintain adequate monitoring and reporting systems to ensure the adequacy, quality and timeliness of department activities, programs and compliance with City regulations. Determine work procedures to improve efficiency and effectiveness of operations.

Prepare City Council agenda items for review and approval by the City Manager

Attend a variety of management meetings and other city meetings representing the department. Make presentations before various boards and commissions and, as requested by the City Manager, before the City Council

Represent the City on various regional, community and professional boards, committees and commissions, as requested by the City Manager. Make necessary presentations and maintain effective liaison with colleagues and practitioners in similar local, state and federal activities

Provide technical staff assistance to the City Manager and other department heads. Draft correspondence in response to public inquiries and monitor department program activities for compliance with regulations and City priorities. Serve the City by taking on special non-public works assignments from the City Manager, staffing special studies, inquiries and fact finding. Prepare staff analysis and reports on various projects and programs. Present analysis in both oral and written form to the City Manager and Council

Resolve the department's most difficult, complex and sensitive customer service issues as necessary or directed, and maintain related records. Keep the City manager informed of problems, issues and concerns. Recommend changes in programs and policies to the City Manager

Research, identify and develop suggested changes to the department programs and prepare proposed supporting budgets during the City's annual budgetary process. Direct the development and presentation of the Public Works budgets

Estimate department revenues and expenses, including any revenue and expense associated with grants and contracts of the department. Administer budgets for each of the departmental divisions

Direct the planning, development and implementation of public works projects. Approve plans for public works projects. Review contractor bids and recommend contract award

Enter into discussions with outside entities concerning the establishment of contractual relationships with the City concerning those matters under department cognizance. Monitor these and other City contracts that relate to and are within the scope of department responsibilities

Responsible for authorizing the purchase of departmental materials and equipment within the established dollar limits and the department's budget. Prepare staff analysis and reports on various projects and programs. Present analysis in both oral and written form through Council and other public presentations, as requested by the City Manager

Plan, organize, direct and coordinate all the activities of the Public Works Department. Functional activities include street and traffic signing maintenance and repair, vehicular and equipment maintenance and repair, electrical and electronic maintenance and repair, solid waste collection and disposal,

wastewater collection and treatment, and water production, treatment, code enforcement, engineering and distribution programs and services

Plan for facility expansion, storage facilities, and equipment purchases. Assure safe storage of volatile materials that meet State OSHA requirements and regulations. Prepare specifications for projects and equipment. Implement Federal and State mandates

Prepare or supervise the timely preparation of mandatory annual reports to the Federal, State and other agencies. Prepare additional periodic reports for the City Manager and City Council

MINIMUM QUALIFICATIONS:

Knowledge of – Principles, practices and programs related to municipal public works administration. Generally engineering standards and legal guidelines for public works projects. Principles, practices and procedures in municipal budgeting, public administration and municipal management. Organization and management practices applicable to the analysis and evaluation of operational needs. Funding sources applicable to program and service development. Supervisory principles and practices as they relate to the public sector. Principles and practices of contract administration and evaluation. Applicable Federal, State and local laws, regulations and codes. Correct use of oral and written English, and proper spelling, punctuation and composition. Mathematical and statistical analysis and theory. General computer use and data-base management theory.

Skilled in - Planning, organizing, administering and coordinating a variety of public works maintenance programs and services, and assigning and directing the work of staff. Providing skilled analytical and management staff support to the City Manager. Conducting complex analytical studies, evaluate alternatives and make effective recommendations. Reading, interpreting and applying complex procedures, policies, rules and regulations. Negotiating and representing City interests. Organizing and prioritizing assigned work. Preparing clear, accurate and concise reports, correspondence and other written materials. Maintaining confidentiality. Establishing and maintaining effective working relationships with those contacted in the course of work and with professional colleagues in other jurisdictions. Communicating tactfully, sensitively and effectively with employees and employee representatives. Using initiative and making sound and independent judgments within established goals and objectives

Ability to Plan, organize and direct public works activities, programs and service activities. Read and understand blueprints, plans and specifications. Organize and maintain accurate records and files. Devise and operate effective internal control procedures. Assist in the development of complex operating and capital improvement budgets. Organize, assign, direct, review and evaluate the work of assigned staff. Assess and evaluate situations and make firm recommendations. Make rapid and sound independent judgments within established guidelines. Communicate clearly and concisely in oral and written English. Effectively represent the City in meetings with representatives of public and private organizations and the public. Operate a personal computer and related programs.

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

Physical Abilities and Work Environment – Sit for lengthy periods of time in indoor office environment. Be available to visit a variety of work and project sites, requiring physical agility and the

ability to climb stairs and ladders. Drive an automobile, walk over uneven ground. Operate keyboard equipment. Effectively deal with stressful situations.

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 increasingly responsible experience in a major public works maintenance setting that included program planning, development and administration, and at least two years of supervisory experience.

Education - Possession of a Bachelors Degree from an accredited college or university with major course work in construction technology, engineering, public administration, business administration or a related field. Possession of a Masters Degree in one of the above fields is desirable and may be substituted for one year of experience.

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