

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	PUBLIC WORKS DIRECTOR/ CITY ENGINEER
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MANAGEMENT

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Public Works Department including parks and recreation, engineering, water, wastewater, fleet, airport, streets and solid waste; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct supervision over assigned management, supervisory, professional, technical, maintenance and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Supervise and participate in the development and administration of the Public Works budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Plan, organize, direct and evaluate all operations relating to streets, water, solid waste, and wastewater including the design, operation, construction, maintenance and repair of utility facilities; direct the City's fleet and airport activities.
- Prepare and implement long-range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Assist in the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; provide technical assistance to staff.
- Advise on problems related to the operation, construction and maintenance of City utility and electrical facilities.
- Review plans, engineering reports and budget estimates prepared by subordinates, outside consultants and other City departments.
- Perform the responsibilities of the City Engineer which includes approving and signing all tentative and final subdivision maps.
- Evaluate, recommend, and administer professional engineering consultants and contracts.
- Prepares composite reports from individual reports of subordinates.
- Evaluates public works needs, including transportation and trails projects, and formulates short and long range plans to meet needs in all areas of responsibility.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards adequacy of applications for permits and compliance with approved plans.
- Oversees the development or update of the Traffic Impact Fee Program (added per Mark), Sewer Master Plan, Water Master Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.
- Oversees the preparation of engineering plans and specifications, bidding competency of contractors and vendors, and the selection criteria for public contracts.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal Agencies, professional and technical groups and the general public regarding division activities and services.
- Oversees administration of the Solid Waste Franchise Agreement.
- Oversees the Recreation Division and general plans for the recreation needs of the community.
- Adjusts errors and complaints.

- Perform other related duties as assigned.

**Knowledge of:**

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of civil engineering as applied to the field of Municipal Public Works.
- Principles and practices of civil engineering, including project management, design, contract administration, and construction management.
- Principles, practices, methods, materials, techniques and equipment used in the construction, operation and maintenance of fleet, water, sewer, streets, forestry, and solid waste systems.

**Ability to:**

- Plan, direct and control the administration and operations of the Public Works Department.
- Organize and direct the Public Works Department activities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.
- Organize, direct and implement comprehensive engineering programs.

#### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Bachelor's degree from an accredited college or university in Civil Engineering, or related field.
- Five (5) years of increasingly responsible professional engineering experience, including three (3) years of administrative and management experience in a city, county, state, or federal public works capacity.

#### **DESIRED QUALIFICATIONS**

- Land Surveyor Registration.

10/17