

JOB DESCRIPTION

City of Patterson



Human Resources

PUBLIC WORKS DIRECTOR

JOB SUMMARY

*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.*

To plan, direct and review the functions of the Public Works Department including but not limited to: urban forestry division, fleet maintenance division, water operations division, streets and collection division, wastewater treatment division, engineering services division, building maintenance division, administrative services division; to coordinate assigned activities with other City 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 professional, technical, maintenance and administrative support staff.

ESSENTIAL DUTIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Direct, oversee and participate in the development of the Department's annual work plan as approved by the City Manager; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Plan, organize, direct and evaluate all operations relating to streets, water, solid waste, and sewer including the design, operation, construction, maintenance and repair of utility facilities.

Plan, organize, direct, evaluate and schedule the construction, maintenance and operation of City-owned electrical facilities including street lights and electrical systems associated with City buildings.

Plan, organize, direct; evaluate urban forestry related activities including the planting, maintenance and preservation of street trees.

Prepare and implement long-range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.

Direct the installation of all public improvements in subdivisions and developments.

Direct the development, implementation and administration of the City's capital improvement program as it relates to City-owned utilities and electrical facilities.

Direct the City's traffic, transit, and solid waste activities.

Confer with and advise supervisory assistants and outside consultants on programs related to the operation, construction and maintenance of City utility and electrical facilities.

Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Prepare resolutions, ordinances, reports and correspondence.

Review plans, engineering reports and budget estimates prepared by subordinates, outside consultants and other City departments.

Perform utility rate structure analysis and make recommendations on utility rates.

Evaluate and recommend professional engineering consultants and contracts.

Represent the City before citizens, elected officials and community groups on a variety of matters; participate on a variety of boards and commissions; attend and participate in professional groups and committees.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Select, train, motivate and evaluate personnel; provide a high level of leadership; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as assigned.

MIMIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, techniques and equipment used in the construction, operation and maintenance of fleet, water, sewer, streets, forestry, and solid waste systems.

Applicable laws and regulatory codes related to utility and solid waste operations.

Principles and practices of civil engineering administration and traffic program development and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Recent developments, current literature and sources of information regarding water, sewer, and solid waste engineering and operation.

Principles and practices of budget preparation and administration.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Organize, direct and coordinate the activities of the Department in a manner conducive to full performance and high morale.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and administer a budget.

Analyze organization system issues and select proper courses of action.

Interpret and apply City policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Select, lead, supervise, train and evaluate professional and technical subordinates.

Represent the City's interests before boards and commissions of local agencies and special water and sewer districts as directed by the City Manager.

Identify and respond to public and City Council issues and concerns.

Build consensus and develop a team approach; gain cooperation through discussion and persuasion.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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

Possession of a Master's degree from an accredited college or university with major course work in civil engineering, public or business administration, or a related field is highly desirable.

EXPERIENCE, TRAINING AND CERTIFICATION(S)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Eight years of increasingly responsible public works type experience including five years of administrative and supervisory responsibility.

License or Certificate

Possession of an appropriate, valid California driver's license.

Possession of certification in water treatment, water distribution, wastewater treatment, wastewater collections, or registration as a certified arborist is highly desirable

Possession of a Certificate of Registration as a professional civil engineer in the State of California is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Office and field environment; exposure to computers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time and traveling to and from job sites in a vehicle.