



Class Code: 214

WP Code: Pub Wks Dir

Established: _____

Revised: 01-95

EEQ Code: 0

CLASS SPECIFICATION

City of Newark, California

PUBLIC WORKS DIRECTOR

POSITION DESCRIPTION

Nature of Work: Under administrative direction of the City Manager, directs and provides leadership for the Public Works Department including engineering, maintenance, and inspection functions; serves as the City Engineer; advises the City Manager on public works projects; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs and concerns; provides organization - wide leadership; and performs related work as assigned.

Class Characteristics: This class is responsible for organizing, directing, and coordinating the activities of the various sections of the Public Works Department including engineering, streets and sanitation, public buildings, landscape-parks, equipment shop building inspection and land acquisition. The Public Works Director is responsible for determining major departmental policies and planning long-term programs as well as for making difficult technical engineering decisions. City Manager may give this position assignments to conduct special studies or supervise a function outside the public works field.

Illustrative Examples of Work: Develops and participates in the implementation of goals, objectives, policies, procedures, work standards and supports successful team efforts in the Public Works Department; develops, plans, organizes, administers, reviews and evaluates the activities of subordinate professional, technical, and clerical staff; directs the preparation and administration of the department's budget; participates in the development of the capital improvement program budget and administers the capital improvement program; confers with and advises subordinates on problems related to the design, construction, and maintenance of streets, parks and landscaped areas; sewers, and other public works structures; the cleaning of streets; building code enforcement; land acquisition; maintenance and purchase of vehicles and equipment; and similar matters. Reviews plans, technical engineering reports, budget estimates, and proposed ordinances and regulations. Develops general policies in consultation with appropriate city officials for the expansion, operation, and maintenance of municipal public works facilities. Handles citizen complaints and confers with contractors, developers, and general public to provide information on public works projects. Directs the development of in-service training programs to increase departmental efficiency and prepare employees for advancement; sets priorities; reviews workload and establishes work schedules. Strengthens interaction and coordination among departmental functions; directs the conduct of special studies related to activities of the Department and submits recommendations on projects and programs to the City Manager. Appears before the City Council and other municipal boards and commissions. Confers with representatives of federal, state, and county agencies on varied public works problems and engineering activities; and prepares memoranda and correspondence relative to activities of the department. Participates and develops departmental and organizational total quality review.

PUBLIC WORKS DIRECTOR

QUALIFICATIONS

Knowledge of:

Principles and practices of administration as related to the design, construction, and maintenance of streets, sidewalks, drainage, parks and landscaped areas, sewers, and other public works facilities and services.

City's building code and state and local laws relating to building construction

Principles and practices of appraisals as applied to acquisition and negotiation for public land.

Principles and practices of civil engineering.

Construction practices and materials.

Administrative principles and methods including goal setting, program and budget development and implementation, employee supervision.

Applicable laws and regulations governing public works projects and other areas supervised.

Computers and computer applications relating to engineering activities.

Ability or Skill to:

Evaluate work from the perspective of the customer.

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

Delegate authority and responsibility and to schedule and program work on long-term basis.

Select, train, motivate, and evaluate the work of professional, technical, skilled and semi-skilled workers and clerical employees.

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.

Develop and support a strong customer focus.

Analyze complex engineering and administrative problems, evaluate alternatives, and make creative recommendations.

Read and interpret building codes, plans, specifications and blueprints.

Exercise sound independent judgment within general policy guidelines.

Represent the City effectively in meetings with others.

Prepare clear, concise and competent reports, correspondence, and other written materials.

Work harmoniously and in a supportive manner with the Executive Team on matters of city-wide importance.

Work effectively with contractors, property owners, and the general public.

Express ideas on technical subjects clearly and concisely both orally and in writing.

Build strong City Council and community relations.

Education and Experience and Special Requirements : Graduation from a four year college or university with major course work in engineering. Four years' experience in professional engineering work including one year of administrative experience in the direction of varied municipal public works programs. Registration as a Civil Engineer by the State of California. Must possess a valid California driver's license and have a satisfactory driving record.

Probationary Period: 12 months

FLSA: Exempt