

## CITY OF WATERFORD

### DIRECTOR OF PUBLIC WORKS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Public Works Department, which includes streets, street lights, sidewalk and park maintenance, equipment and vehicle maintenance, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks, and facilities; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; manages the design and review of all engineering functions within the City; coordinates activities with the contract City Engineer; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Public Works** is the management level class, which oversees all functions and operations of the Public Works Department and is responsible for the water production and distribution, wastewater treatment plant, street and sewers, lighting and Parks maintenance and construction. This classification is distinguished from the next higher classification of City Administrator in that the latter has overall responsibility for administering all City's operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Administrator and policy direction from the City Council. Exercises direct and indirect supervision over operations supervisors, field and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Public Works Department activities and services, including the management of street, sidewalk and park maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks, and facilities; coordinates activities with other City departments, outside agencies, and the public.
- Coordinates activities with the City Engineer; reviews and approves a variety of plans; develops and implements the Department's capital improvement program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance of construction to plans or to identify design elements; reviews and approves all payments and billings for contract services.

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- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and develops the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, traffic control, parks, trees, storm drains, water facilities, sewer collection, wastewater treatment plant, and other related facilities and equipment for maintenance, repair and replacement; ensures compliance with permitting and reporting requirements for wastewater and water operations.
- Participates in the preparation and coordination the development of the Public Works budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; coordinates project reviews with other departments.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Public Works**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity. A bachelor's degree in civil engineering, public administration or a related field is desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license and possession of, or ability to obtain, a Water Distribution Operator, Grade I and Water Treatment Operator, Grade I certificates issued by the State Department of Health Services (DOHS), and a Collection System, Grade I certificate issued by the California Wastewater Environment Association (CWEA).

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, practices and techniques of public works administration, organization and operation; principles, practices and techniques of engineering, including the planning, design, construction, contract management and inspection of municipal public works; principles and practices of program and budget development, administration and evaluation; principles and practices of street and parks maintenance, equipment maintenance, storm drainage system maintenance, water system maintenance, wastewater treatment plant maintenance, facilities maintenance, capital projects, and public utilities; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Public Works Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop, present and administer a program budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and

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oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.

### **CITY PHILOSOPHY**

As a small city, Waterford utilizes a teamwork approach. All personnel are expected to learn the department functions necessary to continue effective City operations. This allows the City to carry on in case of illness, or unexpected employee turnover. Cross-training to accomplish this goal is encouraged and expected.