

PUBLIC WORKS MANAGER

DEFINITION

Plans, organizes and manages, through subordinate levels of supervision, the operation, maintenance and repair of streets, parks, buildings, facilities, storm and sanitary sewer systems, vehicles and equipment for the City; provides technical advice and administrative support to City management staff; fosters cooperative working relationships with regulatory agencies and various public and community groups; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Public Works Manager receives administrative and general policy direction from the Development Services Director/City Engineer. The work provides for a wide variety of independent decision-making, within general policy and regulatory guidelines. Direct supervision is provided over supervisory staff; indirect supervision is provided to technical, operational and maintenance staff through subordinate levels of supervision. This class is distinguished from Development Services Director/City Engineer in that the latter has overall management responsibility for all staff and activities of the Development Services Department, including infrastructure development and maintenance, redevelopment, planning and building and wastewater collection and treatment.

CLASS CHARACTERISTICS

The incumbent of this single-position class administers a multi-function, coordinated public works maintenance/wastewater collection program. Responsibilities include coordinating the activities of the division with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. The incumbent is accountable for accomplishing division operational goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Plans, organizes, administers, reviews and evaluates the work of supervisory, technical and operational and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Assists in developing and administering the annual operating budget for the division; recommends budget transfers, expenditures and purchases.
- Administers the maintenance and repair of streets, parks, landscaped areas, buildings, facilities, storm and wastewater collection systems, pump stations and vehicles and equipment.

- Prepares requests for proposals for vendor, contractor and rental services; negotiates and administers contracts and authorizes payments for services.
- Conducts operational studies and special projects for the department head; gathers information, evaluates alternatives and prepares and presents reports and recommendations.
- Investigates and resolves requests for services, maintenance and complaints regarding public works maintenance and operations functions.
- Coordinates public works response to emergency situations; keeps City staff and the public apprised of incident status.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of division files.
- Represents the City in meetings with members of public and private organizations, including regulatory agencies, business and community groups, contractors and the public.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation.
- Supervisory principles and practices, including work planning, review and evaluation and employee training, motivation and discipline.
- Principles and practices of budget development, administration and accountability.
- Functions, services and funding sources of a multi-service municipal public works maintenance and repair function.
- Basic principles and practices of storm and wastewater collection.
- Applicable federal, state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Principles of contract negotiation and administration.
- Safety practices and equipment related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of a public works operations, maintenance and repair division.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the division.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Developing and administering an operational budget, capital improvement and recommending expenditures and purchases.

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- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, contractors, property owners and the public.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative and independent judgment within policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years college or university education (60 semester units or 90 quarter units) with major course work in business or public administration, pre-engineering, supervision or management or a field related to the work and three years of supervisory experience in any combination of the maintenance and repair of public works infrastructure including buildings, facilities and equipment such as those found in a City. Additional experience as described above may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree in an appropriate field is highly desirable.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Works inside and outside. Must be willing to work over time, extended shifts, evening, night, weekend, and holiday shifts. May be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous situations and all weather conditions. May travel to sites outside of the City.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to inspect various public works facilities; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen and to make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.