

PUBLIC WORKS SPECIALIST

DEFINITION

Provides a variety of support to the Public Works department by overseeing and inspecting Public Works projects; represents the City with contractors and the public; prepares maps; serves as liability liaison with Municipal Pooling Authority; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This class receives direction from the Public Works Director/City Engineer. Project and technical direction may be provided to technical and office support staff on a project basis.

CLASS CHARACTERISTICS

This is a specialized technical support class, fully competent to perform a variety of administrative and technical office and field work in assigned areas of responsibility. Successful performance of the work requires the application of significant technical knowledge in a variety of code areas, as well as the ability to communicate effectively with a wide variety of property owners, developers, engineers, architects, contractors, business and community representatives and the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects Public Works, capital improvement and other construction projects; reviews work performed to ensure compliance with City codes, safety regulations and permitting requirements.
- Inspects new development infrastructures.
- Oversees projects while in construction; communicates with contractors, completes change orders, checks invoices and files notice of completion.
- Constructs and completes GIS maps.
- Serves as the City liaison with Municipal Pooling Authority regarding liability claims related to Public Works and the City's right of ways.
- Prepares a variety of written correspondence, reports, and other written materials.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Provides project management services for construction and maintenance contracts.
- Maintains a variety of working and official files.
- May direct the work of staff, interns and/or volunteers on a project or day-to-day basis.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting.

- Functions and services of a Public Works department.
- Principles and techniques of conducting Public Works inspections.
- Basic budgetary and contract administration practices in a public agency.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- GIS system.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for assigned projects.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Standard plans, specifications and materials used in the construction of City infrastructure such as streets, curbs, gutters and underground lines.
- Creating maps using GIS system.
- Preparing clear and concise reports, correspondence, and other written materials.
- Organizing work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Maintaining accurate records and files.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and EITHER two years of experience in Public Works construction project management and/or inspection OR three years as a general contractor OR three years of journey-level experience in the building trades. This work must have included significant public contact and the exercise of investigative skills. Completion of college-level coursework in construction technology, building inspection or a field related to the work may be substituted on a year-for-year basis to a maximum of two years of experience as a general contractor or of journey-level experience in the building trades.

License:

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

Working Conditions:

Works inside and outside. May include travel to sites out of the City. May be required to perform inspections in all weather conditions. Must be able to attend off-hours meetings or events or work occasional overtime as required.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; to inspect various sites and attend meetings away from City Hall; standing and walking for extended periods of time, and operating a motor vehicle; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.