

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	PUBLIC WORKS DIRECTOR/ CITY ENGINEER
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MANAGEMENT

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Public Works Department including parks and recreation, engineering, water, wastewater, fleet, airport, streets and solid waste; to coordinate assigned activities with other 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 assigned management, supervisory, professional, technical, maintenance and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Supervise and participate in the development and administration of the Public Works budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Plan, organize, direct and evaluate all operations relating to streets, water, solid waste, and wastewater including the design, operation, construction, maintenance and repair of utility facilities; direct the City's fleet and airport activities.
- Prepare and implement long-range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Assist in the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; provide technical assistance to staff.
- Advise on problems related to the operation, construction and maintenance of City utility and electrical facilities.
- Review plans, engineering reports and budget estimates prepared by subordinates, outside consultants and other City departments.
- Perform the responsibilities of the City Engineer which includes approving and signing all tentative and final subdivision maps.
- Evaluate, recommend, and administer professional engineering consultants and contracts.
- Prepares composite reports from individual reports of subordinates.
- Evaluates public works needs, including transportation and trails projects, and formulates short and long range plans to meet needs in all areas of responsibility.
- Supervises the review of private project development plans for compliance with codes, regulations, and standards adequacy of applications for permits and compliance with approved plans.
- Oversees the development or update of the Traffic Impact Fee Program Sewer Master Plan, Water Master Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.
- Oversees the preparation of engineering plans and specifications, bidding competency of contractors and vendors, and the selection criteria for public contracts.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal Agencies, professional and technical groups and the general public regarding division activities and services.
- Oversees administration of the Solid Waste Franchise Agreement.
- Oversees the Recreation Division and general plans for the recreation needs of the community.
- Adjusts errors and complaints.

- Perform other related duties as assigned.

**Knowledge of:**

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of civil engineering as applied to the field of Municipal Public Works.
- Principles and practices of civil engineering, including project management, design, contract administration, and construction management.
- Principles, practices, methods, materials, techniques and equipment used in the construction, operation and maintenance of fleet, water, sewer, streets, forestry, and solid waste systems.

**Ability to:**

- Plan, direct and control the administration and operations of the Public Works Department.
- Organize and direct the Public Works Department activities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.
- Organize, direct and implement comprehensive engineering programs.

#### **MINIMUM QUALIFICATIONS**

- Possession of a valid California Class C driver license.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Bachelor's degree from an accredited college or university in Civil Engineering, or closely related field.
- Seven (7) years of increasingly responsible professional engineering experience, including five (5) years of administrative and management experience in a city, county, state, or federal public works capacity.

#### **DESIRED QUALIFICATIONS**

- Land Surveyor Registration.

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