

CITY OF SIMI VALLEY

PUBLIC WORKS DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Public Works Department including waterworks, sanitation, maintenance, source control, and engineering; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Public Works department services and activities including waterworks, sanitation, maintenance, source control, and engineering functions; recommend and administer policies and procedures.
2. Manage the development and implementation of Public Works department goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Public Works department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Manage and participate in the development and administration of the Public Works department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Evaluate and forecast the City's public work needs; develop and design capital improvement projects.
9. Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications; inspect construction of work; recommend modifications; process payment requests.

10. Perform professional civil engineering functions; review plans, plats, specifications and related documents; ensure compliance with codes, ordinances and standards.
11. Review as-built plans; ensure that records and files are updated to incorporate changes; revise maps as appropriate.
12. Explain, justify and defend Public Works department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Public Works department to other City departments, elected officials and outside agencies; coordinate Public Works department activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide staff support to assigned boards and commissions.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and civil engineering.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive public works maintenance program.
Principles and practices of civil engineering.
Advanced principles of design and construction.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Oversee and direct the operations, services and activities of the divisions within the Public Works department.
Review and evaluate plans, specifications and construction estimates for public works projects.
Identify and respond to community and City Council issues, concerns and needs.
Develop and administer departmental goals, objectives and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, drafting, public administration or a related field.

Experience:

Six years of increasingly responsible experience in public works or engineering, including three years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a professional engineer in the State of California.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.