



Director of Public Works – City Engineer

Definition

Under direction of the City Manager, to serve in responsible charge of the administration of the City's public works programs. To render technical direction and advice on matters relating to engineering, architecture, design, project, and construction management, transportation, infrastructure maintenance, and other field operations, and to do related work as required.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Reports to and confers with the City Manager on policies and programs of the department and divisions within the department concerning public works programs and activities.

Acts as advisor to the City Manager, City Council, other City officials and the public on engineering, architecture, infrastructure, transportation, solid waste, clean water, storm and sanitary sewer and other public works matters.

Plans, organizes and supervises office and field engineering, traffic engineering, surveying, mapping, engineering and architectural design, drafting, and inspection of surface and underground public works projects.

Directs the construction, maintenance and repair of streets, storm water facilities, parks and grounds and the maintenance of City equipment and buildings.

Supervises the design, construction management and inspection of construction projects and construction of public improvements in subdivisions.

Directs the preparation of, and reviews plans, specifications, estimates and contracts for public works projects.

Advises on the acceptance of bids received on equipment and public works projects.

Conducts studies and prepares reports relating to current and long range public works projects.

Prepares annual and five-year capital improvement program budget including project scopes and estimates for public works activities and supervises the execution of the budget after approval.

Attends City Council, City Commission, public meetings and meetings of other groups as necessary or appropriate.

Maintains official maps, records and files related to public works.

Responsible for the selection, training and evaluation of department personnel.

Coordinates work of department with other City departments, municipalities, and agencies.

Performs other related duties as assigned.

Qualifications

Knowledge of:

Principles and practices of civil engineering.

Municipal public works administration, planning and design.

Municipal budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Pertinent Federal, State and local laws and practices related to public works.

Ability to:

Plan, organize, direct and review the activities of a public works department. Provide administrative and professional leadership.

Prepare and review plans and specifications for buildings, parks, streets, storm drains and other public works projects.

Plan and supervise the work of professional and field employees engaged in departmental activities.

Select, hire and manage contracts with professional consultants and contractors engaged in various city public works activities.

Prepare budget estimates and exercise control over expenditures.

Prepare and present accurate, clear and comprehensive reports, both orally and in writing.

Establish and maintain effective relationships with other officials, employees and the public.

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field.

Minimum of five years of responsible supervisory or administrative work at the level of a Director or Assistant Director in a City or County Public Works department.

Licenses and Certifications

Certificate of registration as a Professional Civil Engineer in the State of California.
Valid California Motor Vehicle Operators License.

FLSA: Exempt
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