



PUBLIC WORKS DIRECTOR/CITY ENGINEER JOB DESCRIPTION

GENERAL DUTIES:

Plans and directs the maintenance and repair of City Public Works; supervises activities of the street, water system, water treatment, sewer system, sewage treatment, storm drainage, shop, parks and building maintenance activities of the Public Works Department. Directs the activities of all City employees of the Public Works Department engaged in the maintenance and repair of City facilities. Works under the general direction of the City Manager.

EXAMPLE OF DUTIES:

- Plans and directs the activities of the Public Works Department, which include, patching, painting, sweeping, and making repairs and maintenance on the City street system.
- Plans and directs the preparation, installation and replacement of street signs and other traffic control devices; coordinates with the Police Department activities necessary to reduce accident potential on municipal streets.
- Plans and performs the operation and maintenance of the sewage treatment plant and sewer collection system (performs chemical analysis at plant) as required.
- Plans and performs the operation and maintenance of the Water Treatment Plant and water distribution system (performs chemical analysis as required).
- Plans and directs the maintenance of City parks and oversees facility maintenance contracts.
- Plans and directs the operation of the City shop providing periodic maintenance for all City-owned vehicles and other mechanical equipment.
- Plans and coordinates the maintenance and custodial care of the City Hall, Council Chambers and other municipal facilities.
- Plans and directs the use of Public Works personnel in order to make efficient use of man hours to perform the various assignments as necessary; assigns; supervises, inspects, and works with the Public Works crew engaged in maintenance and repair work; and maintains effective discipline.
- Reviews and evaluates performance of employees, and disciplines personnel assigned to Public Works.
- Initiates all purchases for the Public Works Department and sets up bidding procedures as necessary.
- Assures that appropriate records are maintained on Public Works activities; prepares reports as requested by the City Manager and reports on other activities as requested.
- Assists in the formulation of the annual budget estimates and controls budget expenditures; attends City Council meetings and answers questions relative to Public Works functions.
- Supervises spraying tasks involving the use of pesticides and other toxic materials used in weed abatement.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

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

PHYSICAL REQUIREMENTS:

Strength: Medium – Exert force to 50 pounds occasionally or 25 pounds frequently, or negligible force to 25 pounds constantly to lift, carry, push, pull, or move objects, frequently stand or walk or sit; fingering, typing. Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward or side-to-side.

Vision: Visual acuity sufficient to perform the essential functions of the position; average depth perception needed.

Hearing: Hearing ability to effectively hear and comprehend oral instructions and communication.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college with a bachelor's degree, preferably in civil engineering or related field. Five years progressively responsible experience in Public Works maintenance experience, including at least three years of supervisory experience in general maintenance operation. Possession of a valid Certificate of Registration as a Civil Engineer, issued by the California State Board of Registration for Civil Engineers is desired but not mandatory. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.