



CITY OF LAKEPORT
DIRECTOR OF Public Works

Job Description

DEFINITION

Directs and oversees all aspects of the Public Works Department including street, water, sewer, parks, solid waste, storm drainage, underground construction, mechanical/electrical/controls, I&I, GIS, and local, State, and Federal regulatory compliance for the Department; provide highly responsible and complex administrative support to the City Manager; serves as member of the City's management team; assumes additional responsibilities as assigned; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address areas of Public Works services. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City policies and administrative guidelines. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS

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.

Develops, plans, implements and administers department goals and objectives as well as policies and procedures necessary to provide assigned utility services; approves new or modified programs, systems, policies and procedures; directs the maintenance of Public Works records.

Directs and manages the construction and maintenance of City water and wastewater systems, collection and distribution systems, fleet maintenance activities, roads, parks, pool, and facilities; ensures proper usage of materials, equipment and work methods; maintains facilities and equipment according to City standards.

Identifies federal, state, local and private resources for transportation projects and oversees the preparation and submission of grant applications.

Meets with members of the public including local developers, members of the business community and citizen groups to explain City policies, procedures, goals and objectives; negotiates agreements and resolves difficult Public Works related problems and questions.

Serves as technical advisor to the City Manager and City Council; serves on a variety of committees and commissions; advises other members of City management in matters related to public works activities and programs.

Directs the development and administration of the Public Works Department to include General and Enterprise fund budgets; directs the forecast of funds needed for staffing, equipment, debt service, materials and capital purchases; monitors and approves expenditures; makes mid-year adjustments.

Directs, manages and participates in the development of the department work plan and the City's Capital Improvement Program; directs the development of plans and specifications for public works maintenance and construction activities; administers contracts; approves progress payments and accepts improvements; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Meets with County, State and Federal regulatory agencies and reports compliance of City activities with the affected agencies.

Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; researches Departmental problems and prepares a variety of comprehensive reports.

Selects, trains, motivates and evaluates staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations as necessary.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include bachelor's degree from an accredited college or university with major coursework in business or public administration, or related field; and eight years of progressively responsible experience, including or supplemented by four years of experience in an administrative or supervisory capacity.

Knowledge, Skills and Abilities

Extensive knowledge of municipal public works planning, maintenance, and construction; fleet, and public works maintenance programs. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing, supervision; technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction.

Ability to plan, organize, and direct the work of public works staff, and other personnel; oversee and coordinate consulting engineers effectively; make effective public presentations; establish and maintain effective and cooperative working relationships; communicate effectively both verbally and in writing; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City/department policy; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; develop consensus for problem solving and project support.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

Mental and/or physical ability to work in a standard office environment, operate a computer, read fine print, converse over the telephone, mobility to bend, stoop, reach and climb, strength to safely lift and carry 40 pounds and work in adverse physical and climatic conditions, as assigned.

CLASS RANGE NO.	E4
FLSA	Exempt
ADOPTION DATE	7/31/12
REVISION DATE	9/12/16
APPROVED BY:	