

APPROVED BY



DATE

2/9/14

CITY OF REEDLEY

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, supervises, assigns, and evaluates the work of staff engaged in the maintenance, repair, construction, and operation of a number of services, including streets, water, wastewater, fleet maintenance, parks, and solid waste disposal in the Public Works Department; ensures compliance with City of Reedley public works construction standards; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assigned work crews and the City Manager; performs other related duties as required

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Accepts full responsibility for all Public Works activities and services, including planning and directing staff involved in the maintenance and construction of fleet maintenance, streets, parks, water, wastewater, and related facilities; manages the City's solid waste disposal and recycling operations.

Administers the Public Works Department's budgets; oversees and completes the preparation, submission, and implementation of all budgets for building and equipment maintenance, and the water, wastewater, parks, solid waste disposal, and streets divisions; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for assigned divisions; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; requisitions and orders needed materials, parts, and equipment.

Prepares budget and scheduling estimates on assigned projects; obtains a thorough knowledge and understanding of applicable construction plans, contracts, and documents; establishes budget goals for applicable maintenance projects as required; prepares preliminary plans for future expansion of the water and wastewater system as it relates to treatment, storage, source and supply, pumping, and well equipment.

Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

Recommends City utility rate adjustments; maintains complete records of the water system and wastewater treatment infrastructure; provides coordination of water and wastewater utility division programs and projects.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversees or participates in the inspection and acceptance of off-site improvements and capital projects impacting on the City's infrastructure; issues cease and desist orders as necessary.

Ensure compliance with environmental and regulatory compliance in the collection and disposal of the City's solid waste.

Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within assigned divisions.

Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

OTHER JOB RELATED DUTIES

Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Modern principles, practices, and techniques of public works management.

Techniques and materials used in building and equipment maintenance, and construction, repair, maintenance, and operation of water and wastewater systems, parks, lighting, and streets activities.

Contract negotiation and administration.

Principles and practices of program and budget development, administration and evaluation.

Methods and techniques of supervision, training, and motivation.

Basic principles of mathematics.

Applicable federal, state, and local laws, codes, and regulations.

Methods and techniques of scheduling work assignments.

Standard office procedures, practices and equipment.

Knowledge of:

Modern office practices, methods and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Effectively and safely operate a motor vehicle on City streets.

Ability to:

Plan, direct, manage, and coordinate the work of the Public Works Department.

Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels.

Provide professional and technical advice regarding program activities to the City Manager and the City Council.

Represent the interests of the City with a variety of boards, committees, commissions, outside agencies, and the public.

Estimate time, materials, and equipment needed to complete projects.

Read and understand plans and specifications.

Assist in the develop and administration of a budget.

Negotiate and oversee contracts.

Coordinate and conduct training programs for staff.

Respond to issues and concerns from the community.

Plan, organize, train, evaluate, and direct work of assigned staff.

Perform mathematical calculations quickly and accurately.

Ability to:

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze a complex issue and develop and implement an appropriate response.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Possess the equivalent of five years of increasingly responsible experience in public works, including two years as a manager or supervisor and a bachelor's degree in public administration, civil engineering or a related field is desirable.

Training:

Equivalent to a Bachelor degree from an accredited college or university with significant coursework in public administration, civil administration or other related field of study.

License or Certificate:

Possession of a valid class C California driver's license and a satisfactory driving record.

Special Requirements:

Essential duties require the following physical skills and work environment:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities.

The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.

Additionally, the position requires near and far vision in reading written reports and work related documents.

Acute hearing is required when providing phone and personal service.

Additionally, ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

May require exposure to outdoor environments.