

CITY OF SAN JUAN CAPISTRANO

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.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department, including, but not limited to, the following: traffic engineering; parking and transit operations; public right-of-way encroachment permitting; design and construction of capital improvement and other City projects; review, approval, and inspection for private development projects' public improvements, site grading, subdivision maps, lot-line-adjustments, and water quality measures; coordinate assigned activities with other City departments and outside agencies; serve as the City's flood-zone administrator; department budget preparation and administration; and provide highly responsible and complex administrative support to the City Manager and Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from either the City Manager or Assistant City Manager.

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

ESSENTIAL FUNCTION STATEMENTS - *Essential functions may include, but are not limited to, the following:*

Essential Functions:

1. Assumes full management responsibility for all Public Works Department services and activities including traffic engineering, capital improvement projects, designs and construction inspection of public works projects, and preparation of plans, estimates and contracts documents; recommends and administers policies and procedures.
2. Manages the development and implementation of engineering & public works goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level managers, the engineering & public works work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identifies and resolves problems.
5. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

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6. Works and confers with developers, property owners, architects, engineers and contractors to ensure proper flow of projects; directs the review and approval of plans, reports and calculations; applies and monitors Federal, State, and City mandates as applicable.
7. Participates in long range planning efforts and development negotiations; makes recommendations.
8. Directs the activities of traffic engineering and operations management including signal design, signs and striping layout; works with community members and staff to address traffic congestion and safety.
9. Develops and coordinates the City's annual Capital Improvement Program; addresses community infrastructure needs; prepares budget and forecasts revenue; researches grants and prepares proposals; manages and administers consultant contracts.
10. Selects, trains, motivates and evaluates Public Works Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; addresses personnel issues; sets department goals and objectives.
11. Oversees and participates in the development and administration of the Public Works Department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains Public Works Department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
13. Coordinates Public Works Department activities with those of other departments, outside agencies and organizations.
14. Represents the City at inter-agency and community-based organizations.
15. Provides staff assistance to the City Manager and Assistant City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and public works.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive engineering and public works program.
- Professionally accepted standards and techniques related to public works.
- Principles and practices of project management.
- Principles and practices of public administration and municipal public works.
- Construction and grading principles.

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- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles of public transit operations
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Leading and directing the operations, services and activities of the Public Works Department.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Delegating authority and responsibility.
- Interpreting and applying civil engineering standards, requirements and specifications to proposed private and public development.
- Identifying and responding to community and City Council issues, concerns and needs.
- Developing and administering, departmental goals, objectives and procedures.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing, and evaluate new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressive public works experience, including administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Public Administration, Engineering or a related field. A Masters' Degree is desirable.

Licenses or Certifications:

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

WORKING CONDITIONS

The incumbent is required to attend a variety of evening meetings, including weekend meetings as needed. The incumbent must possess the ability to work in an office environment and at a computer display terminal for prolonged periods of time.