

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.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Department including water treatment and distribution, wastewater collection, storm drain and channel maintenance, street maintenance, signs, striping, and street light maintenance, fleet services, parks maintenance, facilities maintenance, geographic information systems, and marina operations; engineering development, design, review and construction inspection for new development and facility expansion and improvement and utility infrastructure rehabilitation; protects and advances the City's water rights; develops and implements short and long term goals for the department; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

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.

1. Assume full responsibility for all Public Works Department services and activities including the management of crews in water treatment and distribution, wastewater collection, storm drain and channel maintenance, street maintenance, signs, striping, and street light maintenance, fleet services, parks maintenance, facilities maintenance, geographic information systems, and marina operations; traffic and land use engineering; engineering plan check, design, review and construction inspection; assume full management responsibility for protecting and advancing the City's water rights.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary;

**CITY OF ANTIOCH
PUBLIC WORKS DIRECTOR (CONTINUED)**

prepare requests for proposals; administer agreements for consulting services; conduct research and prepare reports; prepare the capital budget for water, sewer, storm drain, traffic and street reconstruction and repair projects; obtain and manage state and federal grants.

8. Administer assessment districts.
9. Initiate, direct, and/or conduct special studies related to activities of the department and submit recommendations on projects and programs to the City Manager.
10. Plan, program and direct all City Capital Improvement Projects; implement design and construction of Capital Improvement Projects by City staff and consultant engineers.
11. Administer special City projects, including expansion of water plant facilities and construction of major facilities.
12. Review and assign engineering work to assure the overall quality of the professional engineering.
13. Develop alternative water sources to support the City's water utility.
14. Review and update the City's water and wastewater rate structures to support current utility programs and development of future projects.
15. Review and approve all contractual proposals for activities involved in the City's engineering and construction efforts.
16. Establish and maintain systems and procedures for professional and construction contract control and administration.
17. Coordinate training and safety programs; direct the development of in-service training programs designed to maintain the department's safety record and to increase department efficiencies.
18. Assume responsibility for environmental and regulatory compliance issues and ensure maintenance activities conform to and meet regulatory compliance as required by federal, state, and local codes.
19. Monitor the condition of the City's infrastructure, including buildings, collection system, storm drain system, streets, vehicle fleet, and other related facilities and equipment for maintenance, repair, and replacement.
20. Facilitate, develop, and implement short and long term goals for each assigned division.
21. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
22. Represent the Public Works Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations; establish and maintain liaison with appropriate governmental agencies, private firms, organizations or individuals to assist in achieving City objectives and

**CITY OF ANTIOCH
PUBLIC WORKS DIRECTOR (CONTINUED)**

ensuring compliance with appropriate laws and technical standards affecting engineering and construction activities.

23. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
24. Participate on a variety of boards, commissions, and committees; make presentations to the City Council, commissions and other groups, as necessary.
25. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public works; incorporate new developments as appropriate.
26. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
27. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive public works program including water treatment and distribution, wastewater collection, storm drain and channel maintenance, street maintenance, signs, striping, and street light maintenance, fleet services, parks maintenance, facilities maintenance, geographic information systems, and marina operations.
- Principles and practices of civil engineering, program development and administration.
- Modern principles, practices, and techniques of public works administration, organization and operation; design, construction and inspection of municipal public works projects.
- Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems including that of wastewater collection and water and treatment facilities.
- Principles and practices of public relations.
- Occupational hazards and standard safety practices.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and laws governing public works contract administration and public safety
- Applicable state and federal grant program procedures, requirements and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage and direct a comprehensive public works and engineering program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

**CITY OF ANTIOCH
PUBLIC WORKS DIRECTOR (CONTINUED)**

- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.
- Coordinate and manage complex capital projects. Establish and maintain systems needed for control of work quality and quantity.
- Facilitate group participation and consensus building.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Bachelor's degree from an accredited college or university required. Coursework in civil engineering, capital project management, or closely related field is desirable.

Experience:

Six years of broad, extensive and increasingly responsible experience in civil engineering, public works development, capital project management, maintenance activities or related service delivery operations, including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

CITY OF ANTIOCH
PUBLIC WORKS DIRECTOR (CONTINUED)

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

March 2016

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.