

JOB DESCRIPTION



DIRECTOR OF PUBLIC WORKS/CITY ENGINEER & WATER UTILITIES

(At Will/Exempt, Dept. Head Position)

DEFINITION

Under the administrative direction of the City Manager, coordinates and manages the efficient direction, organization and operation of the Public Works and Water Utilities Departments, which are responsible for the planning, design, construction and maintenance of City public works in the areas of water, wastewater, storm drains, and streets;; and to perform related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Develops and implement goals, objectives, policies, and priorities for the maintenance and expansion of the City's public streets, water utility, wastewater utility and storm drain utility. (E, M)
- Direct, through the Supervisors, work crews engaged in water treatment, water distribution, sewer treatment, street repairs and construction activities, including patching streets, repairing curbs and gutters, painting street markings and traffic signs; repairing and maintaining automotive and other equipment. (E-M)
- Responsible for all operational and closure activities for the City's landfill facility; (E, M)
- Coordinate the City's compliance with federal, state, and county solid waste regulations. (E)
- Supervise and coordinate garbage/recycling franchise with contractor. (E)
- Evaluate the need for and develop plans and schedules for various maintenance and long-range public works and engineering programs, including application for State and Federal funding.
- Works closely with City Council and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public works and water utility issues, and in generating support for additional revenue for public works and water utility maintenance and improvements. (E)
- Represents the Public Works and Water Utilities Departments to other departments, elected officials, and outside agencies; represents the City, or designates a representative, at the Ukiah Valley Sanitation District board meetings, staff functions, meetings and work groups; coordinates assigned activities with those of other departments and outside agencies and organizations (E)
- Prepare and administer the public works, engineering, and water utilities departmental budgets. (E)
- Prepare comprehensive written reports and statistical support data relating to public works projects and work programs. (E, M)
- Plan, direct, supervise, coordinate, and perform professional engineering work in traffic engineering projects and the design and construction of streets, sidewalks, water and sewage systems, drainage structures, park or recreation facilities, and other public works. (E, M)
- Supervise preparation of plans, project specifications, public works inspections, legal descriptions, surveys, and other engineering work performed by staff members. (E, M)
- Oversees the review of plans and specifications for the construction of streets, sidewalks, water and sewer system improvements, drainage system improvements, solid waste program improvements and other public facilities. (E)
- Approve and sign plans for water utilities and public works improvement projects. (E)
- Plan and design municipal construction and capital improvement projects and supervise their inspection;
- Work with the public to answer questions and provide technical information.

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- Manage garage and fleet maintenance operations. (E)
- Coordinate engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Supervise and conduct field inspections of municipal contract construction and repair work and provide assistance.
- Work with developers and private engineering firms to coordinate the construction of new subdivisions and buildings. (E, M)
- Make decisions on problems of design, materials, and processes proposed in connection with new construction or major repairs. (E)
- Select, supervise, train, and evaluate staff. (E)
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public management techniques; design, construction, maintenance and operation of a variety of municipal utilities activities; technical, legal, financial and public relations issues involved in municipal utilities activities.
- Pertinent laws, codes and safety orders covering street, water, wastewater, storm drain, and solid waste facility planning, design and maintenance.
- Engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of design and the preparation of plans, specifications, estimates, reports, and recommendations relating to roads and other public works facilities.
- Solid waste disposal and landfill management, including rules, regulations, and operating standards for landfills, and recycling and waste diversion methods.
- Accepted methods of constructing, maintaining, and repairing streets, curbs, and gutters.
- Recordkeeping and reporting procedures.
- Principles and practices of administration and management, including personnel, budgeting, training, organization, supervision, safe work practices and handling hazardous materials.
- Fleet maintenance operations.
- Technical, legal, and financial problems involved in the conduct of a municipal public works program.

Ability to:

- Plan, organize and supervise a City-wide program of public works and water utilities activities.
- Effectively manage a large department with diverse employee and customer bases;
- Read and interpret construction plans and specifications.
- Plan and supervise the work of construction and operating personnel.
- Perform technical engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Supervise, train, and evaluate staff.
- Develop and administer departmental budgets, prepare complex technical reports and make verbal presentations.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.
- Work in extreme weather conditions.
- Traverse uneven, soft terrain.

Experience:

Five years of progressively responsible professional work experience in the field of civil engineering and public works construction and maintenance, with at least three years of experience in public works management or in an administrative capacity in municipal or county government. Knowledge of landfill facility management preferred.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

Necessary Special Requirements:

- Possession of a valid certificate of registration as a Civil Engineer issued by the State Board of Registration for Civil and Professional Engineers;
- Possession of a valid certificate of registration as a Land Surveyor, for Civil Engineers registered after January 1, 1982, is preferred;
- Possession of a valid Class C California Driver's License.

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