



Director of Public Works

Department/Division:	Public Works/Administration
Reports To:	City Manager
Provides Direction To:	City Engineer, Maintenance Manager, Utilities Manager, Environmental Programs Manager, Sr. Management Analyst, Executive Assistant
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	August 21, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under general direction of the City Manager, plans, directs, manages, and evaluates the administrative, engineering, and maintenance programs and services of the Public Works Department, including engineering, utilities, streets, buildings, facilities, equipment, solid waste and environmental programs and related services; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the City's Executive Management Team; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Public Works is distinguished from the City Engineer, Maintenance Manager, and Utilities Manager by its broader scope of functional responsibility, decision-making authority, budgetary accountability, span of supervisory control, and external interfaces with City Council, developers, contractors, consulting engineers, and engineering, agency officials and other representatives.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Directs, plans, manages, and evaluates the operations, programs, policies, standards, and procedures of the Public Works Department, including engineering design, utility design and construction, project management, and public works installation, repair, maintenance projects and services, environmental services, and solid waste services.
2. Establishes, prioritizes, and evaluates departmental goals and objectives related to Engineering and Maintenance Services Operations and Capital Improvement Program, including contracts, agreements, and work activities.

ESSENTIAL FUNCTIONS (continued)

3. Oversees the administration of engineering consulting contracts and progress payments; reviews major planning and policy issues, legislation, and complaints with City Engineer and advises City Manager and City Council.
4. Determines staffing and contract needs and means for overseeing project plans and change orders in consultation with the City Engineer, Maintenance Manager, and Utilities Manager.
5. Directs the selection, training, supervision, evaluation, and disciplining of employees within the department and recommends staffing, training, and employee coaching for development purposes.
6. Prepares, approves and presents departmental plans, studies, activity and agenda reports, and recommendations on behalf of the department to the City Manager, City Council, advisory groups and professional associations.
7. Develops, implements, and evaluates departmental operating and capital budget expenditures.
8. Coordinates, and presents regional resources management plans and interfaces with officials from local governments and planning agencies and other bodies in determining and developing appropriate measures, programs, and procedures to comply with federal and State laws and regional and County environmental and safety regulations, and environmental mandates.
9. Works with division managers in evaluating and recommending the award of contracts for professional engineering, architectural services, and construction contractors.
10. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, practices, standards and methods of public works administration, capital improvement projects, public works, and design of public projects; Occupational Safety and Health Administration (OSHA) laws and regulations; federal, State, and County codes, and standards related to local government and public works projects including workplace safety, consultant selection, and budgeting and finance; construction and maintenance of streets, storm drains, water systems, sewers, beaches, traffic signal and systems, street lighting, and public buildings and facilities, parks and rights-of-ways; selection and contract administration of professional engineers, architects, and contractors; operating and capital improvement budgeting practices; principles of employee supervision, training, and evaluation; customer service practices.

Ability to:

Plan, organize and direct public works construction and maintenance activities related to engineering, subdivisions, private developments, streets, sewers, storm drains, water systems, traffic signal system, beaches public buildings and facilities; parks; environmental programs and solid waste; vehicle maintenance, and capital improvement projects; direct the selection, training, supervision, evaluation of departmental personnel; prepare and manage the departmental budget; communicate effectively with others, both orally and in writing; prepare and present administrative reports, recommendations and oral presentations to executive and advisory bodies; establish and maintain effective working relationships with staff, management, consultants, contractors, developers, governmental officials, public and private representatives, and others during the course of work.

Education/Training/Experience:

Bachelor's Degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required. Eight years of professional, administrative and managerial experience involving public works construction and administration, and project management work is required.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Designation as a Professional Engineer licensed to practice within the State of California is highly desirable for this position.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is required to sit, stand and walk. The sensory demands include the ability to see, talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents weighing at least 25 pounds.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently and meet changing deadlines given interruptions; and interact appropriately with staff, management, City officials, architects, developers, contractors, consultants, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.

The employee occasionally attends meetings, conventions, City events, and other functions on behalf of the City, including evening and weekend hours.

Driving to various City sites is required to inspect work projects where the incumbent would encounter outside noise, dust, debris, and construction noise.