

CITY OF RIO VISTA
DIRECTOR OF PUBLIC WORKS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Public Works Department which includes street maintenance and cleaning, solid waste maintenance and collection, storm drainage, equipment maintenance and procurement, water production and distribution, sewer collection, park maintenance, recreation programs and the airport; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Public Works** is a department head level class responsible for the overall administration and operation of the Public Works Department including street maintenance and cleaning, solid waste maintenance and collection, storm drainage, equipment maintenance and procurement, water production and distribution, sewer collection, park maintenance, recreation programs and the airport. This classification is distinguished from the next lower classification of Public Works Superintendent by the performance of overall department management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over operations managers, professional, technical, field and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Public Works Department activities and services, including street maintenance and cleaning, solid waste maintenance and collection, storm drainage, equipment maintenance and procurement, water production and distribution, sewer collection, park maintenance, recreation programs and the airport; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and develops the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

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- Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, water facilities, sewer collection, and other related facilities and equipment for maintenance, repair and replacement.
- Prepares, manages and coordinates the development of the Public Works budget; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; develops project specifications; negotiates and administers contracts; provides long-range planning for City park related issues.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires 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.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Public Works**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity, and a Bachelor's degree in civil engineering, construction, public

administration, facility management or a related field. Engineering experience is highly desirable.

License/Certificate:

Possession of a Class C California driver's license by date of appointment; Possession of a State of California Grade 1 Water Treatment Operator License.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of public works administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of street maintenance, equipment maintenance, storm drainage system maintenance, solid waste operations, water system maintenance, facilities maintenance, storm drainage, capital projects and public utilities; applicable federal, state and local laws, codes and regulations, including City, county and state building codes; principles and practices of budget administration; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety practices.

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; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex public works issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

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