

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: DIRECTOR OF PUBLIC WORKS

REPORTS TO: City Manager

POSITION SUMMARY:

Plans, organizes, directs, coordinates and evaluates the activities of the Public Works Department, comprised of the Engineering, Water/Wastewater, and Public Works Maintenance divisions; oversees the provision of departmental services to City residents; prepares, implements and evaluates capital improvement and long-range infrastructure development plans; provides technical assistance and liaison with City staff, developers, other agencies.

ESSENTIAL FUNCTIONS:

Ability to visually review maps, plans and construction work; ability to hear and speak to explain projects, give instructions and release information; hand/arm dexterity to manipulate keyboard and drafting utensils; walking on uneven terrain to conduct surveying and construction inspections.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

- Identifies and prioritizes project needs, establishes project completion time-lines, and provides direction for the use of available staff on public works infrastructure maintenance and development.
- Plans, coordinates, and directs the activities of City engineering staff in project design, development, construction and inspection.
- Confers with architects, engineers, developers, consultants and the general public concerning engineering and public works construction and maintenance matters; assists public in design projects to comply with City development standards; meets with project developers and designers to advise them on City policy standards and alternate design techniques.
- Coordinates engineering and public works activities with other City departments and contract engineering services; confers with staff as needed in preparing and reviewing plans and specifications, inspecting and supervising projects, and implementing improvements or extensions of City infrastructure.
- Confers with, and provides direction and guidance to Public Works Maintenance and Water/Wastewater Superintendents related to upgrade, maintenance and repair activities in their divisions.
- Prepares annual Public Works budget and submits budget requests to the City Manager; monitors and controls departmental expenditures.
- Provides a variety of data, studies, reports and recommendations related to Public Works Department programs and activities to the City Manager, the City Council and its committees, and other agencies/committees.
- Attends meetings of various committees and organizations as the City or Department representative; provides input, comment and decisions relative to public works projects and programs; provides staff support to City Council Public Works Committee.

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- Participates in the selection, training and development and performance evaluation of the Department's employees.
- Determines the need for contract construction/repair services involving the public works infrastructure; participates in negotiating contracts; monitors contracts to assure compliance with terms and conditions.
- Develops long range capital facility and infrastructure plans; presents and recommends plans to City Administration; implements plans adopted by the City Council.
- Directs the development and implementation of preventative maintenance programs involving buildings and other structures, the vehicle fleet, streets, water/wastewater systems, etc.
- Performs development review including checks of improvement drawings and final parcel maps; performs field inspections on public works improvements.
- Maintains files on all engineering and construction projects, including City projects and subdivisions, lot line adjustments and related maps.
- Prepares, reviews and inspects engineering and design work on public improvements.
- Researches public right-of-way and easements and prepares legal descriptions on same.
- Performs survey functions, plots field data, and prepares tracing and drawings.
- Maintains liaison with County and State public works engineering staff.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, Gateway with programs including Word, Excel, Auto-cad; plotter; printer; telephone; programmable calculator; semi-total station survey equipment; survey level; shovel, small hand tools (hammer, etc.); automobile, copier, FAX; water flow meter; drafting equipment.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.
Licensed Land Surveyor registration.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Municipal public works planning ,design, maintenance and construction.
- Principles and practices of supervision, training and employee development.
- Principles of budget preparation and expenditure control.
- Applicable Federal, State and local laws and regulations pertaining to local government and public works functions.
- Methods of analyzing, evaluating and implementing public works programs in a municipality.
- The theories, principles, practices and techniques of civil engineering, surveying, planning and building construction.
- The California Subdivision Map Act.

Ability to:

- Plan, organize and direct the work of public works personnel.
- Analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.

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- Review plans, specifications and contract documents related to the construction and maintenance of public works projects.
- Prepare clear and comprehensive written reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with City officials, employees, contractors, the general public and representatives of other agencies.
- Apply specific provisions of applicable building, zoning and City standard specifications for public improvements.
- Make engineering calculations and mathematical computations quickly and accurately.
- Select, supervise, train and evaluate assigned staff.

DESIRABLE EXPERIENCE/EDUCATION:

Five years of progressively responsible experience in administering public works and/or engineering functions. Any equivalent combination of education and experience that would likely provide the required knowledges and abilities may be qualifying.

PHYSICAL REQUIREMENTS:

Constant sitting; frequent keyboarding and visual contact with computer terminal, writing; occasional walking on uneven surfaces to do surveying and inspect construction sites, bending, kneeling to turn valves.

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