

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**       **DIRECTOR OF PUBLIC WORKS**

**REPORTS TO:**    **City Manager**

**TYPE:**   **Executive – Exempt**

*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.*

**POSITION SUMMARY:**

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

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to the following:*

Regularly sits for long periods at a computer; constantly reads material requiring vision corrected to 20/20; frequently bends, twists, stoops and crouches while working at desk, on construction sites and to turn valves or inspect underground utilities, records handling; frequently climbs one flight of stairs; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public. Occasional walking on uneven surfaces to do surveying and inspect construction sites.

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. Frequently compiles, analyzes, interprets and prepares reports of public works data; frequently exercises independent judgment; frequently works in a busy and stressful environment; occasionally works long hours including evenings and weekends

**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.

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- 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 Managers 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 & Facilities Committee and Public Safety Committee.
- Comprises one-half of the Traffic Safety Committee with the Chief of Police.
- 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, tentative parcel maps 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.
- Maintains liaison with County and State public works engineering staff.

## **MATERIALS, EQUIPMENT AND TOOLS:**

Computer monitor, keyboard, personal computer and programs such as Microsoft Office Suite, Access, Auto-cad; plotter; printer; telephone; programmable calculator; shovel, small hand tools (hammer, etc.); automobile, copier, FAX; water flow meter; drafting equipment.

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### **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.
- 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.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

The Department of Public Works is responsible for a variety of civil engineering and land surveying duties regulated by the Professional Engineers Act and the Professional Land Surveyors Act. It is desirable for the Director of Public Works to hold valid licensure from the State of California in both of these disciplines to act as the person in responsible charge for public sector engineering and land surveying. In the event the incumbent in this position does not possess one or both of these licenses, he/she will be sufficiently familiar with the Professional Engineers and Professional Land Surveyors Acts to know when a properly licensed individual is needed to fulfill the requirements of these Acts.

Incumbent must be a results-oriented person and persuasive individual who is accustomed to a "hands on" approach, should value leadership and entrepreneurship over "process," and must have a high level of sensitivity to customer service.

Establishing cooperative working relationships with City officials, contractors, representatives of other agencies is essential to the success of the position.

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**MINIMUM 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 knowledge and abilities may be qualifying.

A bachelor's degree, from an accredited four year college or university in Civil Engineering or related field.

**DESIRABLE EXPERIENCE/EDUCATION:**

Registration as a Registered Civil Engineer in the State of California.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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