

CITY OF CLEARLAKE
PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, to plan, direct, manage and oversee the activities, services, and operations of the Public Works Department; to coordinate assigned activities with other City departments and outside agencies; and to provide responsible administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over the employees of the Public Works Department.

IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Public Works Department services and activities. These include street maintenance, sidewalk maintenance, drainage maintenance, building maintenance, and park maintenance,

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of charges.

Represent the Public Works Department to other City departments, elected officials and outside agencies; explain Public Works Department programs, policies, and activities; resolve sensitive issues.

Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline proceedings.

Plan, direct and coordinate the Public Works Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluations.

Project administration theory, principles and practices and their application to a wide variety of services including construction management and inspection.

Pertinent Federal, State, and local laws, codes and regulations.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of municipal facilities.

Safe work practices.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct and coordinate the work of maintenance personnel; delegate authority and responsibility.

Train and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns and needs.

Prepare and administer budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public works experience including two years of administrative and supervisory responsibility.

Effective Date: August, 2009