

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: **Director of Development Services / Capital Projects**

Wage Range: **\$116,522 - \$148,720** DOQ

Department: Development Services

Job Classification: Contract

Date: 05/23/2024

PURPOSE/OBJECTIVE OF JOB: A department head position which reports to the City Manager with responsibility for the planning and execution of capital projects and developmental functions of the City, including planning, engineering, code enforcement and building inspections. Performs lead responsibility for all construction and project management for Capital Improvement Plans/Budgets.

REPORTS TO: City Manager

EXAMPLES OF RESPONSIBILITIES:

- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for the department.
- Manages Capital Improvement Plan projects, including construction activities which includes:
 - proposing new projects
 - presenting projects to applicable advisory committees for review and approval
 - composing and assembling construction contracts, plans, and related documents
 - advertising, bidding, evaluating, negotiating, and executing professional consultant contracts
 - oversee site inspections
 - managing, directing, and coordinating consultant engineering and architectural design, ensuring compliance with applicable laws, codes, ordinances, and regulations
 - processing contractor payments; complete financial reporting
 - facilitating meetings with residents, businesses, and/or other interested parties
 - researching, analyzing, and resolving construction and project problems
 - oversee processing change orders and manage closeout of capital projects
- Prepare and administer departmental budget.

- Analyze and interpret social, economic, population and land, use data and trends; prepare written and graphic reports on various planning matters and elements of the general plan.
- Develops general plan and development code and assures timely updates and other measures to streamline regulations.
- Prepare initial studies and CEQA Compliance.
- Plans and manages all aspects of project design, development and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.
- Present materials at City Council, Planning Commission, other Boards and Commission and at professional and public meetings as required.
- Reviews operational procedures to ensure compliance with applicable policies recommends and initiates changes to department procedures policies and regulations including engineering design standards.
- Develops capital improvement program including the five-year capital improvement plan and annual capital projects for the City and NPUA.

MINIMUM QUALIFICATIONS:

- Advanced professional knowledge of the theory, principles, and practices of civil engineering including design, cost, construction materials and techniques, and regulations. In addition, creative skills that improve overall project results are desirable.
- Specialized knowledge of public works project funding sources and budgeting, objective development and work planning and scheduling.
- Knowledge of principles of structural design, engineering mathematics, and architectural plan review.
- Sufficient human relations skill to convey technical engineering concepts to “sell” projects concepts and lead professional trades and technical employees to work cooperatively with internal and external customers.
- Current literature, information sources and research techniques in the field of urban planning.
- Make effective public presentations to boards, commissions, and council.

- A bachelor's degree in civil engineering, and five (5) years of increasingly responsible experience in the field of civil engineering, including three (3) years of increasingly responsible experience of a supervisory, administrative, or professional nature in the design, construction, and inspection of public, commercial, industrial, or residential buildings.

Special Requirements:

- Possess a certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers or equivalent work experience.
- Must possess a valid driver's license and a satisfactory driving record.
- Receive satisfactory results from background investigation, physical examination which includes a drug screening, and administrative review, which meet the established qualifications standards.
- Achieve Project Management Professional (PMP) Certification within one year of employment.

GENERAL:

This classification description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management as required.

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.