

EXHIBIT C



CLASS SPECIFICATION

CLASS TITLE: Public Works Director

DEFINITION: Under administrative direction, plans, organizes, manages and directs the programs and activities of the City's Public Works Department; formulates departmental policies, goals and directives; provides expert professional assistance to City management staff on public works matters; performs related work as assigned; performs all functions required as City Engineer; serves as a member of the City's management team.

DISTINGUISHING CHARACTERISTICS: This single position class has department level responsibility for overall policy development, program planning, fiscal management and operation of varied functional areas, including development engineering; capital improvement program management; construction management and inspection; streets, sidewalks and hardscape maintenance, facilities maintenance; and electrical maintenance. Reporting to the City Manager, the incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives. The responsibilities include direct and indirect supervision of management, professional, clerical and other support staff.

TYPICAL TASKS: Depending upon assignment, duties may include, but are not limited to the following:

1. Develops and directs the implementation of goals, objectives, work standards and departmental administrative policies and procedures; directs the preparation and administration of the department's budget.
2. Plans, organizes, coordinates and directs, through subordinate supervisors, all public works functions of the City.
3. Works closely with the City Council, City Manager and members of other City departments and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public work issues.
4. Interprets City regulations and codes and applicable laws and provides technical assistance to staff and commissions.
5. Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
6. Confers with and gives guidance to management and supervisors regarding matters effecting employer-employee relations; provides for the selection, work review and professional development of staff.

7. Coordinates the formulation of long-range City infrastructure and facility planning, including financial and capital improvement plans.
8. Represents the City and the Public Works Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
9. Directs the preparation of and personally prepares a variety of complex administrative and technical recommendations and reports; directs the maintenance of departmental records.
10. Reviews and approves all Civil Engineering maps, plans, specifications and reports prepared by or for the City and all such documents submitted to the City for review.
11. Serves as the official City Engineer and City Surveyor.
12. Monitors developments related to delegated service area, evaluates their impact on City operations and implements policy and procedure improvements.

MINIMUM REQUIREMENTS:

A typical way to obtain the requisite knowledge and abilities is:

Equivalent to graduation from a four-year college or university with major coursework in engineering or a related field and four years of supervisory or administrative experience in a major public works setting which has included program planning, development and administration. Experience in a municipality and possession of an advanced degree are desirable.

Knowledge of: Administrative principles and methods, including goal setting, program development and implementation and employee relations; principles and practices of municipal public works administration including civil engineering, traffic engineering, water treatment and distribution and facilities, parks and vehicle maintenance; engineering standards and legal guidelines for public works projects; applicable City, State and Federal laws, guidelines and standards; principles and practices of budget development and administration; and principles of business and engineering computer application.

Ability to: Plan, organize, administer and coordinate a variety of large and complex public works programs and services; plan, organize, assign, direct, review and evaluate the work of staff; select and motivate staff and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex technical and administrative public works engineering, operational and maintenance problems, evaluate alternative solutions and adopt effective courses of action; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment within general policy guidelines; establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions and City staff.

SPECIAL REQUIREMENTS: Must possess registration in California as a Professional Civil Engineer. Licensed as a professional land surveyor in the State of California is desired. Must possess and maintain a valid California Driver's license.

Exempt Position
Established: 9/91
Revised: 6/18