



CITY OF CAMARILLO

Director, Public Works

Job Code: 801

FLSA: 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.*

SUMMARY DESCRIPTION

Plans, directs, manages, and oversees the activities and operations of the Public Works Department including engineering, capital projects, street maintenance, storm drainage systems, public landscaping maintenance, water production, treatment, and distribution, and wastewater collection and treatment; facilitates, develops, and implements short and long term goals for the department; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Public Works Department services and activities including engineering, capital projects, street maintenance, storm drainage systems, public landscaping maintenance, water production, treatment, and distribution, and wastewater collection and treatment.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Public Works Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Directs the preparation, presentation, implementation, and maintenance of the City's Capital Improvement Program; evaluates and forecast the Department's capital improvement needs; oversees project design and construction; negotiates and administers contracts and consultant agreements.
9. Directs land development, traffic, and transit oversight and field inspection management.

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10. Monitors the condition of the City's infrastructure including streets, sidewalks, curbs, gutters, storm drains, water facilities, sewer collection, wastewater treatment plant, and other related facilities and equipment for maintenance, repair, and replacement.
11. Facilitates, develops, and implements short and long term goals for each assigned division within Public Works.
12. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
13. Monitors and evaluates legislation, legal actions and other developments related to public works and engineering management; formulates, evaluates and directs the administration of relevant legislation, policies and procedures; analyzes trends and anticipates short and long term needs related to facilities, properties, infrastructures, utilities, transportation and traffic, and related demands.
14. Represents the Public Works Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
16. Participates on a variety of boards, commissions, and committees; serves as adviser to, prepares reports for, and makes presentations at City Council and other meetings on public works and engineering matters; represents the City and the Camarillo Sanitary District on matters including wastewater treatment and discharge, water delivery, and storm water management.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive Public Works Department including engineering, street maintenance, storm drainage systems, public landscaping maintenance, water production, treatment, and distribution, and wastewater treatment.
- Principles and practices of capital improvement project management and coordination.
- Concepts, theories, principles and practices of engineering.
- Principles and practices of contract administration.
- Principles and practices of construction project management.
- Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems including that of water and wastewater collection and treatment facilities.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

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Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
Recent developments, current literature, and sources of information related to assigned programs and services.
Advanced methods and techniques of effective technical and administrative report preparation and presentation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and direct a comprehensive public works program including engineering, street maintenance, storm drainage systems, public landscaping maintenance, water production, treatment, and distribution, and wastewater treatment.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Research, analyze, and evaluate new service delivery methods and techniques.
Select, supervise, train, and evaluate staff.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Manage special projects, activities and programs.
Prepare clear and concise technical, administrative, and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Provide highly complex and responsible staff support to the City Council, and other boards, commissions, and committees as assigned.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Gain cooperation through discussion and persuasion.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction, public administration, facility management or a closely related field.

Experience:

Ten years of broad and extensive experience in public works and engineering administration including three years of management and administrative responsibility.

License or Certificate:

Possession a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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Johnson & Associates