

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## PUBLIC WORKS DIRECTOR

### JOB PURPOSE

Under administrative direction, to provide general management and long range planning for all activities of the Public Works Department, including the construction and maintenance of streets, storm drains, sewer facilities, parks and equipment and to manage field and office engineering all under the direction of the City Manager; and to do related work as required.

### EXAMPLES OF DUTIES

#### Essential Duties:

- Exercises general administrative supervision over the activities of all divisions and Wastewater Treatment Plant by setting policies, advising and assisting on difficult problems and evaluating results;
- Oversees capital improvement program and the engineering of public and private projects;
- Manages, coordinates and participates in design, bidding, construction and grant management of the City's wastewater facilities capital improvements;
- Oversees the solid waste and recycling programs;
- Oversees the City's industrial source control program;
- Prepares administrative and technical reports, including monthly and annual reports to the Regional Water Quality Control Board;
- Represents the City as liaison to regulatory agencies and serves on a variety of committees to work with the public, elected officials, and other agencies;
- Plans, organizes and directs the construction, maintenance and repair of City streets, sidewalks, curbs, gutters, and driveways;
- Directs the repair of storm drains, drainage ditches, traffic signals and street traffic signs;
- Directs the painting of traffic lines, crosswalks and curbs;
- Directs the program of street sweeping and cleaning;
- Directs the installation of sewer lines and related facilities;
- Assures that all equipment is maintained in a safe and efficient operating condition;
- Plans, lays out, and supervises the work involved in developing, caring for, and improving City parks and recreational areas;
- Supervises assessment district projects;
- Oversees maintenance of city-owned buildings;
- Directs purchase of equipment designed to improve work of the department;
- Oversees preparation and implementation of the departmental operating budget;
- Inspects work in progress by contractors and City crews to ensure work is in accordance with established standards;

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- Oversees the maintenance and repair of City motorized vehicles and equipment;
- Directs the assignment of personnel and training of new employees;
- Prepares reports to the City Council as required;
- Resolves work and disciplinary problems;
- Prepares and reviews reports of employee performance;
- Plans and installs improvements in the organization and work of the department;
- Directs the maintenance of records on work progress and prepares periodic reports of department activities;
- Meets with City Manager to discuss problems concerning work of the department;
- Establishes priorities in construction and maintenance work;
- Answers questions and complaints from the public regarding work of the department;
- Attends City Council meetings as required.

**Marginal Duties:**

- Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination of training and/or experience which would provide the required knowledge and abilities such as 1) graduation from an engineering school of recognized standing with major work in civil engineering and extensive experience in progressively responsible professional civil engineering work, some of which shall have been in a supervisory capacity and included the design, construction and maintenance of public works facilities or 2) eight years of increasingly responsible experience in public works and wastewater projects, including at least five years in a management or supervisory capacity; possession of a Grade IV Wastewater Operator's Certificate issued by the California State Water Resources Control Board is required; possession of a valid California motor vehicle operator's license.

**Ability to:** Effectively plan, organize and direct public works programs; prepare accurate budget estimates; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply official documents and instruction manuals; follow oral and written instructions; instruct subordinates in proper work methods and to supervise their work; establish and maintain effective working relationships with subordinates, other City departments, contractors and the general public; analyze data and prepare clear, comprehensive written reports and oral presentations; establish sound work priorities; exercise good judgement and tact; develop and install improvements in organization and work procedures; participate with top management on a team basis; recognize and resolve complaints; and exhibit initiative and resourcefulness in handling complex technical and managerial problem.

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**Knowledge of:** Basic principles and practices of a large and diverse organization including organization and management of work, effective supervisory practices, staff development, and personnel administration; equipment, materials and methods used in the construction, maintenance, cleaning and repair of public works facilities; materials and labor costs in public works construction work; designs plans and specifications related to municipal utilities and public works facilities; surveying and engineering design of sewer systems, streets and storm drains; governmental operations and budgeting; state regulations as applied to public works projects; and contract and bidding procedures.

CITY COUNCIL APPROVAL DATE: December 18, 2013