

CITY OF COVINA

DIRECTOR OF PUBLIC WORKS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Public Works Department, which includes the streets, sewer, water, storm drains, traffic signals, street trees, median maintenance, engineering, environmental services, and equipment maintenance; coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public; provides responsible and complex staff support to the City Council, City Manager and Assistant City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Public Works** is the administrative management level class responsible for the overall operations of the Public Works Department, including operations and management of streets, sewer, water, storm drains, traffic signals, street trees, median maintenance, engineering, environmental services, and equipment maintenance. This classification is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for assisting in the administration of all City Departments and operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Assistant City Manager and/or City Manager. Exercises direct and indirect supervision over operations managers, professional, technical, field, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Public Works Department activities and services, including the management of streets, sewer, water, storm drains, traffic signals, street trees, median maintenance, engineering, environmental services, and equipment maintenance; coordinates activities with other City officials, departments, outside agencies, and the public.
- Develops and implements the Department's Capital Improvement Program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

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- Administers and oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Plans, directs and develops the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, storm drains, sewer collection system, water distribution system, buildings, trees, traffic control device, and other related facilities and equipment for maintenance, repair and replacement.
- Prepares, manages and coordinates the development of the Public Works budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; coordinates project reviews with other departments.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and related service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Public Works**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in public administration, civil engineering or a closely related field, and six years of broad and extensive experience in public works, utilities or related service delivery operations, including at least four years in a responsible management or supervisory capacity. A master's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of Public Works management; principles of administration, organization and operation; principles, practices and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects; principles and practices of funding and budget development, administration and evaluation; principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, water distribution system maintenance, sewerage collection systems construction and maintenance, facilities maintenance, capital projects, and public utilities; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Public Works Department; read and interpret maps, sketches, drawings, specifications, and technical manuals; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop, present and administer a program budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.