

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DIRECTOR OF PUBLIC WORKS**

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	09/21/2016
Classification Series:	Public Works	Resolution No.:	2016-39
FLSA Status:	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.*

**DEFINITION**

Under general direction of the City Manager, this executive position manages the overall operation of the Department of Public Works programs, schedules, projects and activities; directs and organizes, coordinates and controls the planning, design and construction of Public Works and Capital Improvement Projects, including the coordination of consulting engineers and the administration of contracts for Public Works and Capital Improvement Projects; and performs related work as required.

**EXAMPLE OF 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.*

- Plans, organizes, staffs, directs and controls maintenance services provided by the Department related to all publicly owned lands and rights-of-way including environmental compliance and/or regulations parks and landscaped areas, buildings and facilities, sewer lines, storm drains, streets, weed abatement, vehicle maintenance, traffic signals, street lights, pavement and pavement markings, graffiti removal, etc.;
- Analyzes community needs and develops programs to meet these needs in accordance with established City policy and available resources;
- Work with independent contractors and prepare appropriate contracts, analyzes problems, responds with submission or subsequent;
- Ultimately, manages the solid waste, and recycling functions mandated by State and Federal regulations;
- Directs preparation of, and administers, the Department Budget and CIP Budget;
- Administers service contracts associated with the related areas of responsibility;
- Formulates plans for capital improvement projects;
- Directs preparation of applications for grants of the areas of responsibility;
- Selects, supervises, trains and evaluates the work of professional, skilled, clerical, and semi-skilled employees;
- Serves as technical and professional advisor and provides staff support to City Manager, City Council and Council appointed commissions and committees;
- Maintains official maps, records, and files; Supervises, trains, and evaluates personnel;
- Meets and confers with groups and organizations concerning Field Operations services, or as directed;
- Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan;
- Assists in administration of confidential employer-employee relation matters;

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- Attends meetings, conferences, and seminars related to areas of responsibility;
- Belongs to professional organizations and represents the City for self enrichment;
- Ultimately, directs the activities of the Engineering Division;
- Supervises the preparation of designs, specifications, plans, estimates and reports involved in the construction of public works engineering projects, such as storm drains, sewer systems, and water facilities;
- Ultimately responsible for the review and approval of engineering plans, specification and contract documents;
- Prepares RFP and RFQ;
- Analyzes bids and supervises the preparation of contracts related to Public Works;
- Supervises building construction by outside contractors on special projects;
- Provides technical assistance and consults with other departments, agencies, commission, and other bodies on engineering matters;
- Prepares reports for the various governing bodies concerning economic comparison, environmental impact studies, subdivisions, land use conversion, capital improvements and many other considerations;
- Maintains proper record keeping in accordance with appropriate Federal, State, County and local regulations;
- Plans, coordinates and directs the traffic engineering functions of the City including traffic control device installations, traffic studies and local and regional area traffic growth management;
- Drives to various locations to conduct field and construction inspections, surveying, and performing other engineering activities;
- Administers the use of revenue obtained through subventions from the State and County;
- Represents the Department to other City departments, elected officials and outside agencies; explains and justifies Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues;
- Directs Engineering Division activities with those of other departments and outside agencies and organizations;
- Directs the work involved in the reproduction and custody of maps, charts and other records dealing with all City owned facilities;
- Respond to citizen inquiries and resolve difficult and sensitive complaints;
- Assumes responsibility for ensuring the duties or the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation required.

**MINIMUM 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:**

- Municipal government and maintenance department organization, administration and operations;

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- The principles methods, procedures, practices, methods, equipment, and materials to develop areas, facilities and services to meet regulation compliance including environmental regulations and community needs;
- The laws, codes, rules and procedures which apply to municipal maintenance, as well as the procedures involved in their enforcement;
- Knowledge of public works and field operations related to the establishment of maintenance programs for the public infrastructure;
- Municipal budget administration and capital improvement programs;
- Global, Federal, State and local trends and foresee future needs;
- Projects and develop long range plans, including the physical, financial and program phases;
- Principles and practices of civil engineering including structural engineering, hydraulic engineering, traffic engineering, right-of-way engineering, and public works construction;
- Knowledge of State Law requirements as applied to operations of public water supply systems;
- Wide variety of public works services and how they should be managed;
- Management concepts concerning planning, and organizing.

**Skills:**

- Skill in administrative processes and their proper application to engineering matters;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software applications.

**Ability to:**

- Efficiently and effectively manage the operation of the Public Works Department;
- Acquire and administer grant-in-aid programs and projects;
- Formulate budget estimates, prepare and administer a department budget;
- Handle confidential information with discretion;
- Maintain official documents and records;
- Communicate effectively to groups, organizations, and the public in writing and orally;
- Establish and maintain effective working relationships with other governmental and private agencies, contractors, officials, employees and the public;
- Direct engineering and technical employees in a coordinated effort;
- Analyze departmental operations and activities and prepare comprehensive reports;
- Direct the activities of supervisors and, through them, a large number of subordinates, relying primarily on proper leadership and organization;
- Understand and interpret provisions in the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;

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- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Establish smooth effective working relationships and resolve interpersonal conflicts;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility to maintain a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification.

**Education and Experience Guidelines** – *Any combination of equivalent education, training 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:**

Graduation from an accredited four-year college or university with a Bachelor’s degree in Engineering or a closely related field. Master’s degree is highly desirable.

**Experience:**

Ten (10) years of extensive professional and responsible engineering experience, three (3) years of which were in a supervisory capacity. Experience with Field Service or Maintenance Administration is highly desirable.

**License or Certificate:**

A valid California Class C Driver’s License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.