

## CITY OF LINCOLN

### DIRECTOR OF PUBLIC WORKS & CITY ENGINEER

*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 of the City Manager, plans, manages, oversees and directs the Public Works Department and all divisions including engineering, streets, water systems, wastewater systems, public transit, solid waste collection, public facilities, parks, open space, equipment, vehicles, airport works, construction management, and other assigned public works functions; serves as the official City Engineer, coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Public Works and City Engineer** is the department head level class, which oversees all functions and operations of the Public Works Department. This classification is distinguished from the next lower classifications of Assistant Directors, Managers and Supervisors by the performance of overall department management responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical, field and office support staff.

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

- Handles all Public Works Department activities and works, including City's streets, water systems, wastewater systems, public transit, solid waste collection, public facilities, parks, open space, equipment, vehicles, airport works, construction management, and other assigned public works areas.
- Plans, manages, oversees and directs the operations and services of the engineering division which includes, but is not limited to capital improvements project management, traffic engineering and construction management; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Develops, implements, and maintains Department goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing works and meeting goals; ensures that goals are achieved.
- Plans, directs, and coordinates the Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

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- Oversees the selection, training, and evaluation programs for all Public Works' personnel; provides or coordinates in-work 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 recreation works, streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, water facilities, sewer collection, wastewater treatment plant, other related facilities and equipment for maintenance, repair and replacement; develops and implements plans for short and long-range public works and capital improvement programs.
- Prepares, manages, and coordinates the development of the Public Works' budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies 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, and other organizations; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Approves and assigns the approval of all special permits, including, but not limited to, encroachment, transportation, wells, grading, and California Department of Fish & Game and Regional Water Quality Control Board Permits.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and engineering; maintains a customer service orientation within the department; responds to and resolves sensitive and complex community and organizational inquiries 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 sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

**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 & City Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of broad and extensive experience in public works or related works delivery operations at the municipal level, including at least five years in a responsible management capacity, and a Bachelor's degree in public

administration, civil engineering, parks and community works, facility management, or a related field. A Master's Degree is preferred.

**License/Certificate:**

- Possession of, or the ability to obtain, a valid class C California driver's license
- Possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers.

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

**Knowledge of:**

Modern principles, practices and techniques of public works administration, organization, and operation; principles and practices of infrastructure such as street maintenance, equipment maintenance, storm drainage system maintenance, water and wastewater design and operation, highway design and traffic engineering, facilities maintenance, street lights, storm drainage, airport operations, capital projects, and public utilities; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations including City, county, and state building codes; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office 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.

Principles and practices of municipal public works including water, sewer, and storm drain utilities and street maintenance; principles and practices of civil engineering, including the planning, design, construction and inspection of municipal public works; Subdivision Map Act; NPDES permitting, CEQA and NEPA; FEMA flood plain mapping, legal, financial, and public relations issues associated with a public works department; 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 regarding public works practices; methods and techniques of contract negotiation and administration; basic principles and practices of program and budget development, administration and evaluation; 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 equipment including a computer and applicable software; computer aided design (CAD), 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; facilitate group participation and consensus building; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance

levels; interpret, explain, and apply applicable laws, codes, and regulations; plan, organize, train, evaluate, and direct work of assigned staff; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and provide for an innovative culture; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; 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; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Provide effective leadership and coordinate the activities of Engineering staff; plan check complex engineering drawings; manage the implementation of public facilities improvement standards; plan and organize efficient and effective work schedules; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and provide for an innovative culture; evaluate existing systems and procedures for improvement; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; read and interpret maps, sketches, drawings, specifications and technical manuals; negotiate and oversee contracts; represent the interests of the City in the community and at professional meetings as required; plan and administer budgets for assigned projects and activities; operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory; gain cooperation through discussion and persuasion; 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 variety of word processing and software applications; safely and effectively operate engineering tools and equipment.

<b>Salary Range:</b>	Department Head
<b>FLSA:</b>	Exempt
<b>Employee Group:</b>	Contract/At Will
<b>Adopted:</b>	