



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 of the City Manager, the Director of Public Works plans, organizes, and directs the Public Works Department; supervises professional engineering work, project inspections, infrastructure, and maintenance operations; formulates departmental policies, goals, and directives; coordinates assigned activities and fosters cooperative working relationships with other City departments, officials, outside agencies, intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Director of Public Works is a department head level classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term infrastructure and maintenance planning, implementation of the department's projects and programs, as well as development and administration of departmental policies, procedures, and services.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

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

- Plans, organizes, and directs the public works activities of the City, including engineering, facilities, sewer, streets, storm drainage, vehicle and equipment maintenance, water, and wastewater treatment plant
- Coordinates public works activities with other City departments and other public works agencies
- Acts as advisor to the City Manager, City Council, and other departments on engineering and public works matters
- Confers with officials of other agencies on such matters as joint public works projects
- Recommend staff appointments and promotions
- Evaluates employee performance and takes or recommends appropriate disciplinary action
- Prepares department budget and controls budget expenditures

- Represents the City on regional boards and associations with respect to public works activities and directs the preparation of Public Works Department reports to City Council
- Provides interdepartmental coordination on policy issues

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

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff through subordinate levels of supervision
- Principles and practices of public works program development, management in a municipal setting, and long-term public works maintenance planning and budgeting
- Technical, legal, financial, and public relations challenges involved in the conduct of the municipal public works program, and principles of personnel management and supervision
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the public works department

Ability to:

- Plan, lay out, coordinate, and control through subordinates the work of Public Works, including engineering, operating, construction (inspection), maintenance, and other departmental personnel
- Establish and maintain cooperative and effective working relationships with subordinates, public groups, organizations, and City officials
- Prepare comprehensive and complex technical reports
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and individuals

Skills in:

- Effective use of computer systems, software applications, and modern business equipment to perform work tasks
- Understanding and analyzing complex technical and administrative reports
- Preparing and presenting clear and concise reports, correspondence, policies, procedures, and other written material

QUALIFICATIONS: *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Education and Experience:

Equivalent to a Bachelors in Engineering, Public Administration, or related field (a Masters Degree in Engineering, Public Administration or related field is desirable) and six years

of increasingly responsible professional experience in, and/or oversight of public works civil engineering or maintenance operations divisions, including five years of experience in municipal public works or equivalent, and five years of supervisory experience.

License:

Possession of an appropriate California driver license. Registration as a Professional Engineer in the State of California is highly desirable.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Ability to establish and maintain cooperative working relationships with all those contacted in the course of work; enforce regulations with tact and firmness; explain technical matters simply and patiently; remain calm during emergencies and when talking to difficult citizens and to deal with people from various backgrounds diplomatically; analyze situations accurately and adopt an effective course of action; exercise good judgment at all times; sit for long periods of time at a desk or in a car; stand for long periods of time at a counter; walk short to medium distances occasionally; climb up and down hills and ladders; work outdoors in adverse weather; occasionally lift boxes up to 25-lbs.; speak and write clear and concise English; prepare and present reports at public meetings; and respond to questions. Must possess sufficient vision, hearing, and stamina to perform the above functions

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DIRECTOR OF PUBLIC WORKS
DEPARTMENT HEAD
EXEMPT
REVISED SEPTEMBER 2025