



Job Description

Title: Public Services Director	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: Applicable Public Works and Community Development Staff	Revised: 8/23/2021
Job Family: Public Works	Bargaining Unit: Unrepresented	Approved:

JOB SUMMARY:

Under general administrative direction of the City Manager, to serve as the principal administrative officer for the Public Works Department; to plan, direct, review, and manage Department activities and operations focused on providing a wide range of public services activities; and to perform other duties as required which will include planning, developing and building activities, functions and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct Public Works operations and activities including the monitoring Water/Wastewater and Utilities and Maintenance operations; lead and oversee the construction, installation, maintenance and repair of streets, sidewalks, buildings and in the treatment and distribution of water, sewer and wastewater systems and equipment; establish and maintain related time lines and priorities; ensure related activities comply with established laws, codes, regulations, ordinances, policies and procedures.
- Coordinate and direct resources, personnel and information to meet City needs and ensure smooth and efficient Department activities; oversee the development and implementation of Department programs, projects, functions, services, goals, objectives, systems and activities; ensure proper and timely resolution of related issues, conflicts and discrepancies; inspect projects in progress and upon completion to ensure compliance with established specifications, time lines and safety standards.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.
- Monitors the wastewater treatment plant and facilities operations and activities involved in maintaining safe and proper wastewater quality for the City.
- Estimate and ensure adequate personnel, materials and equipment needed for installation, construction, maintenance and repair projects and activities; compile and prepare cost estimates; monitor, assess and modify activities in response to project progress; monitor and ensure adequate equipment and supply levels; coordinate the purchase of equipment and supplies as appropriate.
- Plan, organize, control and direct the construction, maintenance and repair of City streets and related infrastructure; direct the building of new streets and ensure existing streets are maintained in proper condition; coordinate and direct the installation and maintenance of street and traffic safety lights, signals, signs and markers; ensure proper maintenance of culverts, drainage ditches, curbs and gutters.
- Coordinate and direct the installation, maintenance and repair of City water and sewer lines and systems; ensure proper cleaning, repair or replacement of related fixtures, parts and equipment; direct activities and projects to ensure smooth, efficient, healthy and safe water and sewer line flow, operations and services.
- Receive, prioritize and coordinate response to requests, customer service calls, work orders and public complaints concerning streets, sidewalks, buildings and water, sewer and wastewater systems and equipment; ensure proper and timely resolution of customer service issues and conflicts.
- Drive a vehicle to conduct work; plan, organize, control and direct the inspection, diagnosis, servicing, maintenance and repair of a variety of large and small vehicles and equipment; pick up and deliver supplies and equipment as needed.

- Develop and prepare the annual preliminary budget for the Public Works department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; monitor budget expenditures and initiate transfers as needed; assist with the preparation of grant applications as directed.
- Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to Public Works programs, projects, budgets, services, systems, financial activity, personnel and assigned duties; review and respond to regulatory agency reports as needed; ensure utility systems and facilities meet State and Environmental Protection Agency requirements.
- Direct Public Works activities to ensure compliance with established safety standards and procedures; ensure proper utilization of flagging and traffic control activities to provide safety for workers during road construction work as needed.
- Provide technical information and assistance to the City Manager regarding Public Works projects, activities, needs and issues; assist in formulating and developing policies, procedures and programs; coordinate Public Works response to City Manager and City Council requests and concerns.
- Participate in the development and design of architectural and engineering construction specifications; coordinate Public Works projects with outside contractors as needed; inspect contractor work for accuracy and completeness.
- Direct the preparation and maintenance of various records and reports related to projects, work orders, inventory, personnel, wastewater, coliform and assigned activities; ensure mandated reports are submitted to appropriate governmental agency according to established time lines.
- Plan, organize, control and direct the operation of a variety of heavy and light equipment and hand and power tools; utilize standard office equipment including a computer and assigned software; directs the storage, care and maintenance of tools, equipment, materials and supplies.
- Communicate with personnel, administrators, contractors, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns
- Attend and conduct a variety of staff, project and safety meetings as assigned; attend and participate in City Council and various committee meetings as directed.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of Public Works operations and activities including the construction, installation, maintenance and repair of streets, sidewalks, buildings and water, sewer and wastewater systems and equipment.
- Principles, techniques, practices and procedures involved in planning, scheduling, developing, implementing and inspecting construction, installation, maintenance and repair projects.
- Practices, procedures, methods and materials used in the construction, installation, maintenance and repair of streets, sidewalks, buildings and water, sewer and wastewater systems and equipment.
- Operation and use of a variety of heavy and light equipment.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Policies and objectives of assigned programs and activities.
- Inventory practices and procedures.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct Public Works operations and activities including the construction, installation, maintenance and repair of streets, sidewalks, buildings and water, sewer and wastewater systems and equipment.

- Coordinate and direct Public Works communications, projects, personnel and information to meet City needs and ensure smooth and efficient Department activities.
- Supervise and evaluate the performance of assigned personnel.
- Plan, schedule, develop and implement construction, installation, maintenance and repair projects.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Estimate and ensure adequate personnel, material and equipment levels needed for projects.
- Receive, prioritize and coordinate response to requests, customer service calls and work orders.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of a variety of reports, records and files.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in public administration, engineering, construction management.
- Five years increasingly responsible professional Public Works experience with at least,
- Three years in a Public Works management or supervisory capacity.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Sitting for extended periods of time.
- Walking to inspect projects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.