Date Adopted: 6/13/06

CITY OF GLENDORA PUBLIC WORKS DIRECTOR

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, plans, organizes, and directs the City's public works activities including street maintenance, water, building plan check and inspection, and equipment maintenance; performs related duties as required.

CLASS CHARACTERISTICS

Employees in Executive Management classes report to the City Manager and responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Advises the City Manager, City Council, and other City departments on matters related to municipal engineering and public works. (a b c d i j k o q)
- 2. Directs engineering functions including design, research, inspection, mapping, traffic engineering, records and related public information; defines, coordinates and reviews engineering work performed by consultants; reviews plans, designs, estimates, and contract documents for public works projects; evaluates contract bids and information on contractor performance/reputations; recommends award of contracts. (a b c d e g h j k m p q r)
- 3. Plans, organizes and directs the construction, repair, cleaning, and maintenance of streets, alleys, sidewalks, curbs, gutters, sewers, street lighting and storm drains; supervises the preparation of plans and specifications for major street construction and repair work, bid processes, and contract administration. (a b c d e g h j k m p q)
- 4. Confers with local and other governmental officials on engineering and other public works issues and coordinates activities as necessary. Directs through subordinate staff, all Capital Improvement projects for the City. (a c d f g i j k q)

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5. Directs and participates in the administration of contracts let for public works projects; inspects work done for compliance with plans and specifications; evaluates and approves change order requests; coordinates activities with other City departments and outside agencies. (a b c d g h j k q)

- 6. Directs City's building inspection and plan checking program. Serves as the City's Chief Building Official. (a b c d e g h j k m p q)
- 7. Supervises varied activities associated with obtaining, treating and distributing water to City residents, businesses industries and other users; directs the operation, maintenance and repair of wells, pump stations, reservoirs, transmission lines and other equipment; supervises the reading, installation and repair of water meters; responds to and directs the taking of necessary actions on customer complaints. (a b c d e g h j k m p q)
- 8. Directs the maintenance and repair of City vehicles; establishes maintenance schedules and vehicle replacement programs; makes determination regarding the useful life of vehicles and cost/benefit relationship on major repairs. (a b c d e g h j k m p q)
- 9. Prepares and administers annual departmental budget; prepares special projects; may be assigned additional professional and/or managerial duties and responsibilities as necessary. (a b d g h j k n o p)
- 10. Acts as staff and support to Water Commission. (a b c d f g i l o t)
- 11. Acts as chair of Safety Committee. (a c f g i l)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Prepare comprehensive administrative and engineering reports.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate water, equipment maintenance, street maintenance, engineering and building inspection programs and manage a department.
- e. Select, train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.

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- i. Make effective public presentations.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- I. Develop comprehensive plans to meet future City needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Plan and enforce a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Administer contracts and ensure compliance with contract provisions.
- r. Serves as the City's Chief Building Official.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in civil engineering supplemented by completion of nine (9) semester units of upper division or graduate level coursework in public/business administration, accounting, supervision and management and progressively responsible professional level civil engineering experience with a local public agency which included considerable supervisory experience and administrative responsibility.

Knowledge and Skill Levels

Extensive knowledge of municipal public works planning, designing and construction. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing, and supervision; civil engineering principles related to traffic, streets, highways, water systems, and public buildings; technical, legal and financial requirements involved in municipal public works construction and maintenance; laws and regulations designed to protect the health and safety of the public as regards services offered by the department; techniques and methods of preparing designs, plans, specifications,

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estimates and reports for proposed streets, sewers, and other public works. General skill in the operation of computers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions, potential irregular work hours, and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical</u>: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006