



PUBLIC WORKS MANAGER

DEFINITION

Under administrative direction from the Assistant City Manager; plans, manages, oversees and directs the operations and services of the Public Works Department, including related capital improvement programs; oversees operations, work plans, and departmental budget. Coordinates department activities with other City departments, officials and/or outside agencies; and provides complex staff support to the City Engineer, Assistant City Manager and City Council.

SUPERVISION EXERCISED

The Public Works Manager is a hands-on manager who exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL 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.

1. Direct, coordinate and participate in the development and implementation of departmental goals, objectives, policies, procedures, priorities, and provide staff leadership on planning for public service/community service activities.
2. Plan, schedule, coordinate, and direct the work programs for the Public services Department, involving street, traffic control, sidewalk maintenance, street lighting, building and facility construction/maintenance, custodial service, weed abatement, storm drain, flood control, signage, motor fleet maintenance, and other related programs and activities.
3. Manage and coordinate the development of the department budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
4. Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
5. Represent the City in meetings with representatives of governmental and regulatory agencies, developers, contractors, and business groups; attend and participate in community meetings as necessary.
6. Develop and implement long range and short-term Public Works maintenance objectives to meet future service needs.
7. Supervise subordinate staff, set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or discipline employees.

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8. Propose and acquire service and equipment with available service vendors/products.
9. Identify opportunities of improvement and implements changes to standard operating procedures to enhance services.
10. Review and evaluate work project methods, techniques and identifies alternatives and solutions; project consequences of proposed actions and implements recommendations in support of goals and objectives.
11. Interpret and apply applicable Federal, State and local laws, regulations, policies and procedures.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of Public Street, traffic and water quality, production, and operations.
13. Provide information and resources to resolve community and organizational inquiries and concerns for City officials, staff, outside organizations, and members of the general public as appropriate.
14. Maintain operational and organizational records relating to the activities of the department.
15. Direct the selection, training and evaluation programs for all department personnel; ensure that necessary staff training is given and received; identify and resolve staff deficiencies; execute discipline and/or issues.
16. Assists in development and standardization of procedures and methods to improve the efficiency and effectiveness of Street Maintenance programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, support systems, and internal reporting relationships.
17. Ensure safe work practices are followed.
18. Respond to afterhours emergencies on a 24/7 basis.
19. Maintain confidentiality of work-related issues and City information
20. Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
2. Principles and practices of public maintenance operations; public finance; strategic planning; asphalt maintenance; traffic control measures and devices; concrete installation; graffiti and weed abatement; landscape maintenance; backflow device inspection and repair; municipal infrastructure; fleet maintenance operations; and federal and state grants.
3. Safety practices and procedures.
4. Applicable Federal, State, and local laws, codes, court decisions, and regulations, including administrative and Departmental policies concerning the operation of a Public Works Department.
5. Principles of record keeping and reporting.
6. Principles and methods of financial planning.
7. Principles of supervision, training and performance evaluation.
8. Coordinate support services and activities with departmental managers and staff, as well as other City departments and officials to ensure all City requirements are met.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Present conclusions and recommendations clearly, logically and persuasively to both internal and external audiences.

Ability and Skill to:

1. Supervise, direct, train, evaluate and coordinate the work of assigned staff.
2. Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
3. Defining problems, establishing facts, and drawing valid conclusions.
4. Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
5. Interpreting and applying City, State, and Federal policies, laws and regulations.

6. Exercise good judgment and tact in dealing with sensitive, complex and confidential information, records and reports.
7. Building effective teams and providing efficient customer service.
8. Effectively manage and resolve conflict or dispute among employees.
9. Effectively attend to employee or resident complaints.
10. Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, vendors, external public and private agencies and the general public.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

- Bachelor's degree in Public or Business Administration or a closely related field AND five (5) years professional public works operations experience, INCLUDING three (3) years of supervisory or management experience; OR
- An equivalent combination of education, training and experience.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

- Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.
- Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.
- Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.
- Ability to sit, stand and walk for two hours at a time.
- Ability to lift up to 50 pounds.
- Ability to get from one location to another in the course of doing business.