PUBLIC WORKS MANAGER

DEFINITION

Under general direction to plan, organize, develop, monitor, and supervise the programmatic maintenance and administrative activities and functions of the street, and tree divisions, within the public works department; to administer the solid waste/oil recycling program; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff assigned to the streets and tree operations of the City's Public Works Department. In addition, the position assists the Director of Public Works with a variety of administrative duties, special studies, and reports.

EXAMPLES OF DUTIES

Provides supervision, direction and work coordination for staff assigned to the maintenance and operation of the street and tree divisions; oversees street repairs including traffic control, storm drains, sewer operations, graffiti and hazardous material cleanup, and maintenance and operation of the City's urban forest; administers and coordinates the citywide solid waste/oil recycling program; assists with the analysis, preparation, presentation, justification, and administration of the department's budget; performs special studies and research and prepares recommendations; coordinates capital improvement projects and budgets; coordinates grant research, application, and administration; meets and confers with other public agencies, contract providers, and city management personnel to resolve problems and coordinate activities; interacts with members of the community for input into Department services and responds to citizens complaints and request for information; provides a wide range of technical information regarding unit activities, operations, policies, and procedures to representatives of other agencies; assists in the recruitment, selection, training, and evaluation of staff; and represents assigned functions with city staff and other governmental agencies as delegated.

PUBLIC WORKS MANAGER

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, rules, and regulations affecting municipal public works and water operations.
- Materials, methods, equipment, procedures, and practices utilized in street and sewer maintenance.
- Occupational hazards and standard safety precautions.
- Basic principles of budgeting and expenditure control.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's public works maintenance activities and operations.
- Provide supervision, training, and work evaluation for staff.
- Assist with the formulating, implementing, and evaluating Department policies and procedures affecting the City's public works maintenance and services.
- Evaluate and make recommendations on improvements to existing Departmental and City operations and programs.
- Assist in budget preparation and control.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to public works maintenance and services functions.

PUBLIC WORKS MANAGER

EMPLOYMENT STANDARDS - (cont.)

- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the public works maintenance and service functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

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

Education: Graduation from an accredited "two" year college or university (or equivalent) with major course work in civil engineering, public administration, park administration or closely related field.

Work Background: Three years of progressively responsible experience involving tree or street and sewer repair and maintenance activities including three years in a supervisory or administrative position desirable.

August 1992 February 2001 (Res. # 01-12) April 2002 (Res. #02-40)