

PEA Committee

From: Mark Hyde <hydem001@hawaii.rr.com>
Sent: Monday, November 27, 2017 9:49 AM
To: PEA Committee
Subject: 11/27 Agenda Item re Establishing Criteria for Public Works Director

The proposed criteria for future public works directors is very skimpy. Please take a look at what the small city of Del Mar, California, requires of its public works director.

CITY OF DEL MAR

GENERAL PURPOSE

JOB DESCRIPTION Public Works Director

Under policy direction from the City Manager, plans, organizes, directs and integrates the City's public works and utilities activities and functions; provides expert professional assistance to City management in areas of expertise, including engineering, municipal water, wastewater collection, and street and land- scape maintenance; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

An incumbent of this class is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's public works, water distribution and wastewater collection system maintenance functions. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Council and City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Plans, organizes, controls, integrates and evaluates the work of the Public Works Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities; directs the development of and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.

Integrates and directs the efforts and results of supervisors and staff engaged in the maintenance and repair of the City's public works, water distribution and wastewater collection system infrastructure.

Advises the City Council, City Manager, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.

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Coordinates, reviews and approves the work of the City's contract City Engineer and a wide variety of independent service providers, including traffic engineers, rubbish collectors, public works maintenance and construction contractors, public utilities maintenance and construction contractors; landscape architects and landscaping contractors, tree maintenance contractors and others.

Monitors developments related to public works and utilities matters, evaluates their impact on City operations, and implements policy and procedure improvements.

Represents the City in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to public works and public utilities.

Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.

Reviews and advises on development plans and permits for work in City rights-of-way.

DESIRED MINIMUM QUALIFICATIONS Knowledge of:

Theory, principles, practices and techniques of public works, traffic engineering, municipal water and sewers engineering, and public works and utilities maintenance functions; applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's personnel rules and policies; principles and practices of management and supervision.

Ability to:

Plan, direct and integrate broad, comprehensive public works and utilities programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major course work in civil engineering and ten years of progressively responsible civil engineering and public works or utilities experience, at least six of which were at a management and supervisory level; or an equivalent combination of training and experience.

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Licenses; Certificates; Special Requirements:

A valid Class C California driver's license.
California registration as a Professional Engineer is desirable.