

**City of Sebastopol
Job Description**

Job Title: Director of Public Works/Director of Public Works/City Engineer
Division: Engineering
Department: Public Works
Location: Corporation Yard
Shift: As Assigned
Reports To: City Manager
Prepared By: Human Resources Advisor
Approved By: City Council
Approved Date: 8/6/2024
FLSA Status: Exempt

DEFINITION

Under administrative direction to plan, organize, direct, and review the full range of activities and operations of the Department of Public Works, including engineering design, public works construction and inspection, repair and maintenance of City infrastructure and streets, and transportation programs; to serve as, or supervise the City Engineer; and to coordinate assigned activities with other departments and outside agencies. The Director of Public Works reflects a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. This position provides highly responsible and complex professional and administrative consultation to the City Manager and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This classification is "at will," serving at the pleasure of and receiving administrative direction from the City Manager. This role's duties allow for a broad scope of independent decision-making within legal, policy, and regulatory guidelines.

This classification exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is at the department director level in the City of Sebastopol. This classification is responsible for overseeing, directing, and engaging in all activities of the Department of Public Works, including serving as or supervising the City's Engineer, directing and developing personnel, serving as or providing staff support to various boards, committees, and commissions, and serving as a liaison to the community. The incumbent is responsible for achieving the Department's planning and operational goals and objectives while advancing the City's broader goals and objectives within established policy guidelines. Additionally, this position acts on behalf of the City Manager in various administrative, coordinative, analytical, and liaison capacities.

Director of Public Works is distinguished from Director of Public Works / City Engineer by the latter's requirement to be Registered as a Professional Civil Engineer with the State of California and the responsibility to serve as City Engineer whereas the Director of Public Works will oversee a Professional Engineer or Consultant providing City Engineer services.

This classification is distinguished from the Public Works Superintendent in that it is a department head responsible for overseeing all public works activities, including engineering, and the latter focuses on the day-to-day activities of maintenance and operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility and directs all public works department programs, services, and activities, including engineering design, public works construction and inspection, repair, and maintenance of City infrastructure, water and wastewater systems, public pools and playgrounds, streets, and transportation programs.
- Direct, manage, administer, oversee, plan, and review the work of multiple divisions in the Public Works Department, including engineering design, public works construction and inspection, contract maintenance, repair services, garbage franchise services, maintenance of City streets, storm and sanitary sewers, water distribution and wastewater collection infrastructure, stormwater and runoff mitigation, landscaped areas, facilities, equipment, public pools and playground equipment, and bicycle and pedestrian infrastructure.
- Oversees and manages the City's Capital Improvement Program and the Annual Capital Improvement Plan in conjunction with other assigned City departments (such as the Planning Department for Parks and Housing projects).
- Approves public works improvement projects for construction upon technical preparation by a licensed civil engineer or technical review by the City Engineer.
- Directs and participates in developing and administrating the Public Works and Department budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Fosters an environment that embraces diversity, integrity, trust, and respect.
- Develops, directs, and implements department goals, objectives, and work standards for the Department; recommends the development and revision of and administers policies and procedures.
- Prepares, establishes, presents as assigned, and implements appropriate department budget, service, and staffing levels.
- Interprets, implements, directs, coordinates, enforces, recommends changes for, and reviews amendments to related ordinances, codes, and resolutions related to the maintenance of City assets and infrastructure.
- Works closely with the City Engineer in reviewing private development projects and preparing project conditions of approval.
- Conducts research and analysis of engineering principals and best practices; asset and infrastructure maintenance and installation; serves as or oversees the services of the City Engineer.
- May serve as City Manager or Assistant City Manager in either manager's absence, as assigned.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents accurate, informative, and compelling staff reports and other necessary correspondence.
- Receives, coordinates, investigates, maintains records for, and resolves questions and complaints about right of way, encroachment, water and sewer infrastructure and services, public pools and playgrounds, and other department functions.
- Manages efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships;

assesses, evaluates, and identifies opportunities for improvement; directs the implementation of change.

- Analyzes fees and participates in and/or oversees water and wastewater fee studies and hearings.
- Oversees professional service agreements and public contracts, including requests for proposal development, advertising, distribution, selection, award administration, public contract law hiring and reporting requirements, the work performance of consultants and contractors, contract compliance, and project completion audits.
- Conducts various departmental and technical organizational and operational studies and investigations, prepares technical and administrative reports, and recommends appropriate modifications to programs, policies, and procedures.
- Represents the Department at and participates in professional group meetings; provides technical assistance as necessary; stays abreast of new trends and innovations related to the assignment area.
- Monitors laws, regulations, and technology changes that may affect City or departmental operations; implements policy and procedural changes as required.
- Interprets and communicates departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Performs other duties as assigned.

Public Works Director / City Engineer

In addition to the above duties, is also responsible to

- Serve as the City Engineer, planning for City public and capital improvement projects, assists the Public Works Director in overseeing project budgets, performs technical observation of project personnel or contractors, presenting construction progress reports, and assuring compliance with all federal, state, and local laws, codes, and ordinances.
- Stamp and affixing their seal to plans and specifications for City public improvement projects, if the City Engineer is the Engineer of Record.
- Manage environmental aspects of city capital improvement and other public projects
- Design or oversee the design of roads, bridges, and other infrastructure projects.
- Provide engineering guidance, approval of exemptions, and revisions to City Standards for public improvements.
- Perform development review of private development projects' improvement plans, Final Map, Parcel Map, Lot line Adjustments, Record of Surveys and other related land surveying documents.
- May sign Final Maps, parcel maps, Lot Line Adjustments, Record of Surveys and other related land surveying documents if a licensed Land Surveyor.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public facility construction, maintenance, engineering, and transportation infrastructure in a municipal setting.
- Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, implementation, and contract administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules, and regulations.

- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of public agency budget preparation and administration.
- Theories, principles, laws, and regulations relating to public contracting and right-of-way.
- Administrative and supervisory principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Principles and practices of planning, engineering, construction, installation, and maintenance for public facilities and equipment, water and wastewater collection systems and pump stations, and public pools and playgrounds.
- Processes for efficient operation of facilities, streets, roads, water delivery, and wastewater collection processes.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of conducting site planning, grading, engineering review, runoff and pollution prevention, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of public works and engineering programs.

Ability to:

- Plan, direct, organize, direct, coordinate, and control the work of field, professional, technical, and administrative support personnel and the administration and operations of the Public Works Department; delegate authority and responsibility.
- Analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem-solve department-related issues; and explain and interpret policy.
- Sit at desk and in meetings for long periods; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use the telephone; write or use a keyboard to communicate through written means; and lift or carry the weight of 10 pounds or less.
- Prepare and administer large and complex budgets; allocate limited resources cost-effectively.
- Assess and recommend revisions for, interpret, implement, and apply city and department policies, procedures, rules, and regulations; develop department policies and procedures.
- Supervise, mentor, develop, evaluate, and hold assigned personnel accountable; manage projects, programs, and consultants promptly and effectively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations supporting goals.
- Establish and maintain effective working relationships and work with all individuals and groups tactfully and effectively regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the Department in stakeholder meetings.
- Effectively and persuasively convey thoughts and ideas.
- Discern and interpret governmental regulations related to public works and engineering programs and activities.
- Develop and inspire staff to meet department and city objectives and benchmarks in an often changing and challenging environment.
- Explain complex ideas in easily understood terms patiently and effectively.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Gain cooperation through discussion, persuasion, and influence.
- Use English effectively and communicate clearly and concisely, orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment, including computer equipment and specialized software applications and programs.

Education and Experience:

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

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in civil, electrical, mechanical, hydrology, systems control engineering, or a related field.

Experience: Five (5) years of professional experience in asset and infrastructure management, public project and facilities maintenance management, engineering, or utilities management, and administrative and leadership experience in public works, including two (2) years of supervisory experience.

Licenses and Certifications:

- A certificate of registration in one or more areas issued by the State of California is desired: Engineer-in-Training, Water Distribution/Water Treatment, Wastewater Collections, Storm Water Pollution Control.
- The ability to convey oneself between multiple geographic locations daily and timely is required or possession of, or the ability to obtain a valid California Driver's License by the time of appointment.

For Public Works Director / City Engineer – The following is required

- A certificate of registration as a Professional Civil Engineer issued by the State of California

PHYSICAL DEMANDS

Positions in this classification primarily work in an office environment using standard office equipment with moderate noise levels, controlled temperature, and no direct exposure to hazardous physical substances. Positions in the classification may interact with difficult or challenging staff and public and private representatives in interpreting and enforcing City policies and procedures. Incumbents must possess the mobility to inspect City construction and work sites, operate a motor

vehicle, and visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Access, use, and apply mechanical and operational equipment. Positions in this classification often bend, stoop, kneel, reach, push, and pull items during work. Employees must be able to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Positions in the classification must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City project/development field sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, and to visit various City and meeting sites; vision sufficient to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This position is primarily in a sedentary office environment, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high, precarious places, and in outside weather conditions and riparian environments and is occasionally exposed to wet and humid conditions, hot and cold temperatures, mechanical and electrical hazards, confined space hazards, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.