



JOB DESCRIPTION

Director of Public Works, Water and Development Services

Date Prepared: March 2014

Class Code: 7010

SUMMARY: Under administrative direction, provides leadership and direction over the activities of the Public Works, Engineering, Planning, Building and Water Divisions of the City's Department of Community Services and Water.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, directs, and coordinates through subordinate staff the Department's work plan; assigns projects and program areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Determines the overall Departmental organizational structure, mission, core services and allocation of financial, human and capital resources; develops and administers annual capital and operating budgets.
- Measures and evaluates organizational effectiveness, employee performance, and all operational functions.
- Serves as a technical advisor to the City Administrator and the City Council regarding public works, engineering, traffic, water and economic development matters.
- Plans, organizes, directs and reviews all public works activities, infrastructure maintenance, City garage, warehouse operations, and facility maintenance.
- Develops and manages short- and long-term Department goals, objectives, policies, and procedures.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Serves as the City Engineer; coordinates capital projects; performs contract administration; prepares all public works and water projects; confers and advises on problems related to the design, construction and engineering of public works and water systems; enforces the interpretation and enforcement of construction specifications and the design and operation of traffic systems.
- Serves as the City's Building Official; oversees staff to ensure proposed plans and construction comply with building codes; establishes permit fees; develops amendments to codes.
- Plans, directs, and reviews the design, construction, operation and maintenance of the City's water systems, including wells, reservoirs, and pipelines.
- Performs long range planning including development of the City General Plan, and zoning regulations and impacts of regional transportation projects.
- Directs and coordinates the application review on planning, building, commercial and industrial projects, subdivisions, use permits, variances, zone changes and General Plan amendments.
- Coordinates with consultants and other agencies regarding regulatory and legislative matters affecting public works and water operations.
- Reviews plans for enhancing and protecting the quality and adequacy of City-owned water resources.
- Establishes guidelines for the development of water rates and sales, rules, regulations and the issuance of bonds.
- Directs staff and oversees the code enforcement of violations of zoning codes, building codes, and other related City regulations.

- Directs the preparation of technical and administrative reports; presents reports along with recommendations to the City Administrator, City Council, boards and commissions.
- Represents the Department to other departments, elected officials and external agencies.
- Participates in a variety of boards, commissions and committees; interacts with external regulatory agencies.
- Confers with developers, commercial representatives, industrial interests, property owners and others in promoting and coordinating the development and use of property within the City.
- Completes special and ongoing projects and tasks assigned by the City Administrator and/or elected officials.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Civil Engineering or a closely related field; AND ten years of experience, including five years of supervisory or management experience, in public works, engineering, water resource management and/or Community Development. Master's Degree in Public Administration or Engineering highly desirable.

Knowledge of:

- City organization, operations, policies, and procedures.
- State of California engineering principles and practices regarding design and construction of buildings, water facilities and technical inspection operations.
- Applicable regulatory codes and laws regarding the development, construction and operation of public works, water, streets, planning, building and code enforcement.
- Methods, materials, techniques and equipment used in construction, operations, inspection, design and maintenance of streets, buildings and water facilities.
- Occupational hazards and standard safety procedures.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of regulatory management.
- Principles and practices of contract administration.
- Principles and practices of water resource management.
- Principles and practices of public works maintenance operations.
- Principles and practices of building and zoning code enforcement.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Customer service standards and protocols.

Skill in:

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Making appropriate decisions while ensuring compliance with City goals and objectives.
- Building effective teams and providing efficient customer services.
- Understanding and negotiating complex technical agreements with external agencies.
- Formulating and presenting policy recommendations.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Responding to emergency and problem situations effectively.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.

- Establishing and maintaining cooperative working relationships with City Administrator, City Council, managers, supervisors, staff, contractors, suppliers, developers, businesses, external public agencies and the general public.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Registration as a Professional Engineer.

Registration as a Professional Land Surveyor is desirable.

Certified Building Official or must obtain within one year of hire date.

Possession of a valid State of California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment with some exposure to an outdoor work environment.

May be required to climb ladders. May be exposed to dangerous machinery.