

CITY OF ALBANY
POSITION DESCRIPTION

PUBLIC WORKS DIRECTOR/CITY ENGINEER

Definition:

Plans, directs, manages, and oversees the activities and operations of the Public Works Department. Plans, organizes, and manages the design, construction, and renovation of all City-owned facilities; provides civil engineering advice and services; selects and manages contract design engineers, architects, and construction managers; provides general oversight of infrastructure maintenance functions, which include streets, parks, open space, public buildings, sanitary sewers, and storm drains; and, exercises emergency management responsibilities in disaster situations.

Provides support and advice of a technical and/or policy nature on all public works matters, as needed, to the Community Development Director, City Manager, City Council, and advisory bodies; coordinates activities with other cities, utilities, and regional, state, and Federal agencies, as required; fosters cooperative working relationships with intergovernmental, regulatory agencies and various public and private groups; and, provides highly responsible and complex administrative support to the City Manager, performing related work as assigned.

Supervision Received and Exercised:

The Public Works Director/City Engineer receives general policy direction from the City Council, and administrative policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct or indirect supervision over management, professional, technical, operational, maintenance, and office support staff, and contract professional and technical consultants whose work is not being overseen by other members of the staff.

Examples of Duties:

Duties include, but are not limited to, the following:

1. Develop and implement departmental goals, objectives, policies, and priorities for each service area; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; direct and implement changes as necessary; assess and monitor workload, administrative and support systems, and internal reporting relationships; meet with key staff to identify and resolve problems.
2. Perform engineered designs when applicable; evaluate capital improvement project plans, maintenance activities and programs, and make recommendations for areas of improvement.
3. Work with architects, engineers, and contractors concerning technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters; prepare or amend the City Code and standards for streets, drainage, subdivisions regulations, and flood hazards.

4. Monitor and inspect City facilities; oversee all maintenance activities, including scheduling and security, for facilities and all City properties; ensure coordination of park maintenance with the Recreation & Community Services Department.
5. Represent the Public Works Department to other departments, elected officials, and outside agencies; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; coordinate assigned activities with those of other departments and outside agencies and organizations.
6. Coordinate various programs and activities of the Public Works Department, including volunteer “clean up” programs, recycling, creek restoration, institution of bicycle paths and routes, traffic calming, community beautification, and similar activities.
7. Manage the overall timetable and internal processes necessary to carry out the adopted Capital Improvement Program (CIP), and any projects initiated subsequent to adoption of the CIP. Oversee or assist in the bidding and contract award process for capital project work.
8. Oversee and participate in the development and administration of the department budget and the City’s annual Capital Improvement Program; approve the forecast of funds needed for staffing, equipment, materials, and supplies; review monthly expenditure reports; review invoices and approve them for payment; implement budgetary adjustments as appropriate and necessary
9. Keep current on regional, state, and Federal laws and regulations affecting public works matters, and initiate action required to bring the City into – and maintain compliance with – regulatory policies and procedures.
10. Negotiate with developers and consultants concerning clarification and implementation of development code requirements and map conditions.
11. Participate in the necessary certification programs to possess and maintain current Certificate of Registration as a professional Civil Engineer in the State of California.
12. Provide staff assistance to the City Manager; attend meetings of and make presentations to the City Council, commissions, community members, and other public agencies; prepare and present staff reports and other necessary correspondence; serve as staff liaison to the Traffic & Safety Commission.
13. Direct and coordinate the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council agenda and approval process.
14. Represent and act as departmental liaison on various regional boards, local boards, and commissions.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
16. Select, train, supervise, motivate, and evaluate assigned personnel; set performance standards and evaluate performance; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

17. Respond to inquiries and complaints from the public or City officials; investigate and take appropriate action concerning problems affecting residents, property owners, business owners, contractors, or City operations. This includes the investigation of and response to formal claims.
18. Prepare a variety of letters and formal correspondence, requests for proposals, and contract bids; prepare various grant applications for needed or desired projects, equipment, and materials; prepare agendas for City Council action; gather and disseminate important information for department staff.
19. Provide overall management of Public Works' information technology including development, selection, implementation, training, and technical support for computerized systems software including maintenance management, engineering design, facilities systems management, pavement management, and fleet management.
20. Work closely with maintenance supervisor(s) or lead maintenance worker(s) to assist and support his/her efforts in the areas of street, park, public building, sewer, and storm drain maintenance, and in supervising and leading a team of Maintenance Workers.
21. Work closely with technical staff and project managers to assist and support efforts in the areas of managing projects, administering programs, reviewing plans, providing technical support, participating in meetings, and maintaining files.
22. Work closely with the Urban Forestry staff to assist and support efforts in the areas of developing and maintaining the City's urban forest and open space, participating in community street tree planting, and other planting and landscape maintenance activities. Oversee and utilize Integrated Pest Management policies and practices.
23. Develop and follow policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
24. Perform other duties as required.

Qualifications:

Knowledge of:

- Principles of personnel management, supervision, training, and performance evaluation.
- Operational characteristics, services, and activities of engineering and public works maintenance programs.
- Principles and practices of civil engineering as applied to the development and management of public works.
- Transportation engineering principles, practices and methods.
- Integrated Pest Management principles and features.
- Principles and practices of organization and program development and administration.
- Methods, materials, and techniques employed in public works construction and construction program development.
- Pertinent Federal, State and local laws, codes and regulations.

- Principles and practices of municipal budget preparation and administration.
- Principles and practices of contract negotiation.
- Administrative requirements for present and future local, state, and Federal grants, and other funds.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and practices of business letter writing, report preparation, and business computer applications (word processing, spreadsheet, database, and other programs).

Ability to:

- Manage and direct a comprehensive engineering and public works program, including maintenance services and urban forestry.
- Develop and administer departmental goals, objectives, and procedures. Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Select, supervise, train, and evaluate assigned staff. Plan, organize, direct, and coordinate the work of staff. Delegate authority and responsibility.
- Interpret and apply applicable local, state, and Federal policies, laws, and regulations.
- Prepare and administer large and complex budgets.
- Negotiate and administer contracts for services.
- Develop appropriate grant applications for state, Federal, and other programs providing funding for capital project maintenance and construction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, programs, and techniques.
- Prepare clear and concise administrative reports. Operate office equipment including computer and supporting word processing, database, and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.
- Assimilate information, process logically, and make sound decisions
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical background that would likely provide the required knowledge and abilities would consist of the following:

Experience: At least five years of increasingly responsible public works management and engineering experience, including at least two years in municipal public works.

Education: A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field. A Master's Degree is preferred.

Certification and Licensure:

Possession of a current Certificate of Registration as a professional Civil Engineer in the State of California.

Possession of a valid California Driver's License prior to and during employment.

Working Conditions:

Works inside and outside including inclement weather and darkness. Must be able to attend off-hours meetings and travel to sites out of the City. Must be available to respond to major emergencies on a 24/7 basis with notification by mobile communications device. Must live within one hour normal driving time to City of Albany.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle, and to inspect various development sites and public works facilities; vision to read printed materials and a computer screen, and to make inspections as noted above; strength and stamina to lift and carry 25 pounds; physical dexterity to climb ladders and staircases; and, hearing and speech to communicate in person, before groups, and over the telephone.