



CITY OF ALBANY PUBLIC WORKS DIRECTOR/CITY ENGINEER

Under general administrative direction, plans, directs, and organizes all activities, operations, and maintenance of the Public Works Department, including streets, parks, open space, public buildings, sanitary sewers, storm drains, urban forestry, encroachment permit processing, and the City's Capital Improvement Plans; 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; exercises emergency management responsibilities in disaster situations; provides support and advice of a technical and/or policy nature on all public works matters to the Community Development Director, City Manager, City Council, and advisory bodies, as necessary; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and City Council in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises general direction and supervision over management, professional, technical, operational, maintenance, contract professional, technical consultant, and office support staff.

Class Characteristics

This is a department head classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

Examples of ESSENTIAL JOB 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 management responsibility for all Public Works programs, services, and activities, including streets, parks, open space, public buildings, sanitary sewers, storm drains, urban forestry, encroachment permit processing, and the City's Capital Improvement Plans.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget and the City's annual Capital Improvement Program; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves

expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Assigns projects and programmatic areas of responsibility; meets with key staff to identify and resolve problems.
- Oversees and supports the Associate Engineer/Project Manager in the areas of managing projects, administering programs, reviewing plans, providing technical support, participating in meetings, and maintaining files.
- Performs engineered designs, as necessary; evaluates capital improvement project plans, maintenance activities and programs, and makes recommendations for areas of improvement.
- Works 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; prepares or amends the City Code and standards for streets, drainage, subdivisions regulations, and flood hazards.
- Monitors and inspects City facilities; oversees all maintenance activities, including scheduling and security, for facilities and all City properties; ensures coordination of park maintenance with the Recreation & Community Services Department.
- Oversees and supports the Maintenance Supervisor or Lead Maintenance Worker in the areas of street, park, public building, sewer, storm drain maintenance, and in supervising and leading a team of Maintenance Workers.
- Oversees and supports the Urban Forestry Coordinator 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.
- Represents the Public Works Department to other departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Coordinates 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.
- Manages 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; oversees or assists in the bidding and contract award process for capital project work.
- Keeps current on regional, state, and Federal laws and regulations affecting public works matters, and initiates action required to bring the City into, and maintain compliance with, regulatory policies and procedures.
- Negotiates with developers and consultants concerning clarification and implementation of development code requirements and map conditions.
- Participates in the necessary certification programs to possess and maintain current Certificate of Registration as a professional Civil Engineer in the State of California.
- Provides staff assistance to the City Manager; makes presentations to the City Council, City employees, labor associations, and others as required; create handouts, agendas, and presentation materials for meetings as needed.

- Directs and coordinates the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council agenda and approval process.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works.
- Responds to inquiries and complaints from the public or City officials; investigates and takes appropriate action concerning problems affecting residents, property owners, business owners, contractors, or City operations, including the investigation of and response to formal claims.
- Prepares a variety of letters and formal correspondence, requests for proposals, and contract bids; prepares various grant applications for needed or desired projects, equipment, and materials; prepares agendas for City Council action; gathers and disseminates important information for department staff.
- Provides 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.
- Develops and follows 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.
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Performs related duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- 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
- Methods, materials, and techniques employed in public works construction and construction program development.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- 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 procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Manage and direct a comprehensive engineering and public works program, including maintenance services and urban forestry.
- 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.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Delegate authority and responsibility.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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:

A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field, and five years of increasingly responsible public works management and engineering experience, including two years in a responsible supervisory capacity. A Master's Degree is preferred.

Licenses and Certifications

Valid California Driver's License.

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

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.

Environmental Elements

Employees work in an office and field environment, including inclement weather and darkness.

Special Requirements

Positions in this classification must be able to attend off-hours meetings and travel to sites out of the City. Positions in this classification must be available to respond to major emergencies 24/7 with notification by mobile communications device and must live within one hour normal driving time to City of Albany.