



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under general administrative direction of the City Manager, the Public Works Director/City Engineer is responsible to plan, direct, manage and oversee the activities and operations of the Public Works and Engineering Department; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS

This classification reports directly to the City Manager and directs the work of other Engineering and Public Works administrative and support staff. This position has overall management responsibility for all aspects of the Public Works/Engineering Department and exercises independent judgment, initiative and common sense in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Assume full management responsibility for all Public Works/Engineering Department services, activities and operations; recommend and administer policies and procedures, subject to the approval of the City Manager.
- Manage the development and implementation of Public Works/Engineering Department goals, objectives, policies and priorities for all assigned service areas.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level staff, the Public Works/Engineering Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

- Confer with developers, contractors, architects and engineers; review development applications; explain City engineering policies, procedures, rules and regulations.
- Prepare, review and approve all Public Works/Engineering Department staff reports and agenda items for City Council.
- Prepare and/or review and approve special studies or reports requested by the City Manager or City Council.
- Oversee and participate in the development and administration of the Public Works/Engineering Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Serve as project manager for major public works/engineering programs; conduct advanced engineering studies; ensure compliance with appropriate codes, regulations and ordinances in coordination with and under the advice of the City Attorney.
- Determine the scope of potential engineering projects; prepare requests for proposals and contracts for contracting service; review proposals and agreements for consultant services; oversee and supervise the development of project plans; review and approve specifications, plans and estimates.
- Oversee the maintenance of City facilities, the public right of way, traffic operations, solid waste functions and the City's water quality program.
- Represent the Public Works/Engineering Department to other City departments, elected officials and outside agencies; coordinate Public Works Engineering Department activities with those of other departments and outside agencies and organizations.
- Coordinate with the Planning Department with respect to compliance with the California Environmental Quality Act ("CEQA") for all public works/engineering projects.
- Oversee the development and maintenance of the City's Public Works and Engineering Procedures Manual.

- Participate and attend professional group meetings; stay abreast of new trends and innovations in the public works/engineering and maintenance field.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive public works/engineering and maintenance program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of public works/engineering and maintenance program development and administration.

Contract service planning, bidding, negotiation, administration and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Civil engineering and project principles and practices and their application to a wide variety of services including planning, design, inspection, testing and construction.

Proper English, spelling, grammar, punctuation use, and business letter writing.

Modern office practices, procedures, methods, and equipment.

Ability to:

Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.

- Select, supervise, train and evaluate staff.
- Interpret and explain City policies and procedures.
- Research, analyze and evaluate public service methods and techniques.
- Delegate authority and responsibility.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Analyze public works/engineering requirements and policies and make recommendations for necessary revisions.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Review and apply Federal, State and local policies, laws and regulations in coordination with and under the advice of the City Attorney.
- Communicate clearly and concisely, both orally and in writing.
- Attend night and/or weekend meetings, events or activities outside normal business hours.
- Travel to various sites and operate a motor vehicle safely.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

A Bachelor's degree, or higher, from an accredited college or university with major course work in civil engineering or a related field; four years of increasingly responsible experience in professional engineering and public works, including at least two years of administrative and supervisory responsibility; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

Licenses:

Possession of a valid California Driver's License and a safe driving record at appointment is required. Possession of a certificate of registration as a Professional Civil Engineer in the State of California is required.

Physical Standards:

Physical & Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee will be required to travel to project locations in the field to inspect construction sites and potential project or maintenance sites to interact with the public or to observe public works/engineering related concerns. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee will be required to travel to project locations in the field to inspect construction sites and potential project or maintenance sites to interact with the public or to observe public works/engineering related concerns. Employees may be required to travel to other locations and attend meetings. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including complex word processing, spreadsheet, electronic calendar, and power point software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and

reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration 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 position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

FLSA Status: Exempt

Classification Status: This is an "At-Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.