



Title

Public Works Director

Class Concept

Under general administrative direction, serves as the executive leader of the Public Works Department and plans, organizes, and directs, and evaluates the programs, services, operations, and activities of a comprehensive municipal public works organization. The incumbent is responsible for department-wide strategic planning, organizational leadership, fiscal management, infrastructure and capital improvement planning, maintenance and field operations, sanitation and environmental services, sustainability programs, contract administration, regulatory compliance, and coordination with other City departments and outside agencies.

This classification is distinguished by its responsibility for the overall leadership, administration, and performance of the Public Works Department rather than the direct performance or responsible charge of professional civil engineering work. Professional civil engineering services shall be performed by or under the responsible charge of a Civil Engineer licensed by the State of California who has been appropriately designated by the City to perform the functions of City Engineer in accordance with applicable law and City requirements.

The Public Works Director receives general administrative direction from the City Manager or their designee and exercises substantial independent judgment and discretion in administering departmental programs and carrying out City policies and priorities. The incumbent provides executive direction through subordinate managers, supervisors, professional, technical, operational, and administrative staff.

Essential Job Duties

The following duties are representative of the principal functions of this classification. Incumbents may not perform all duties listed and may perform additional related duties consistent with the responsibilities of the classification.

1. Plans, organizes, directs, and evaluates Public Works programs, services, operations, and activities to ensure effective, efficient, responsive, and fiscally responsible service delivery.
2. Develops and implements departmental strategic plans, goals, policies, performance measures, and work programs consistent with City priorities, regulatory requirements, and community needs.
3. Directs preparation and administration of the Department's operating and capital budgets, including expenditure priorities, revenues, long-term financial needs, enterprise funds, cost allocation methodologies, rates, fees, and funding strategies.
4. Provides executive oversight of the City's public works capital improvement and infrastructure programs, including long-range planning, prioritization, funding, scheduling, project delivery, and performance monitoring.
5. Provides administrative oversight of Engineering Services and coordinates with the City's designated City Engineer to ensure professional engineering activities requiring licensure are performed by or under the responsible charge of an appropriately licensed Civil Engineer.
6. Directs public works operations and services, which may include streets, sidewalks, sewers, stormwater, urban forestry, traffic signals, street lighting, rights-of-way, sanitation, solid waste, environmental and sustainability programs, and related municipal services.
7. Directs procurement, contracts, professional service agreements, construction and maintenance contracts, and consultant services and monitors performance and compliance.

8. Evaluates organizational structure, staffing, service-delivery methods, technology, and resource requirements and implements improvements to enhance efficiency, accountability, customer service, and organizational effectiveness.
9. Selects, develops, directs, and evaluates managers and staff; establishes performance expectations; promotes succession planning and professional development; and participates in employee and labor relations matters.
10. Ensures compliance with applicable federal, state, regional, and local laws, regulations, permits, safety requirements, policies, and standards affecting departmental programs and operations.
11. Establishes and monitors departmental performance measures, project schedules, service standards, budget performance, and operational outcomes and implements corrective actions and process improvements as appropriate.
12. Coordinates departmental programs and projects with other City departments, governmental agencies, utilities, contractors, consultants, businesses, community organizations, and other stakeholders.
13. Represents the Department and City before the City Council, City Manager, boards and commissions, governmental agencies, professional organizations, community groups, and the public; prepares and presents reports, recommendations, budgets, and policy matters.
14. Advises the City Manager and other City officials regarding infrastructure, public works operations, capital planning, environmental and sustainability programs, regulatory requirements, emerging technologies, and other departmental matters.
15. Provides executive leadership during emergencies and significant incidents affecting infrastructure or essential services and ensures appropriate emergency preparedness, continuity of operations, response, and recovery planning.
16. Performs other related duties and special assignments as directed by the City Manager or their designee.

Minimum Requirements

Training and Experience

- Any combination of education and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications is:
- A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, civil engineering, construction management, urban planning, environmental science, public works administration, or a closely related field.
- Five years of increasingly responsible professional and administrative experience in public works, municipal operations, infrastructure management, capital improvement programs, utilities, engineering administration, construction management, environmental services, sanitation, or a closely related field, including at least five years of significant management and supervisory responsibility.
- A Master's degree in public administration, business administration, civil engineering, construction management, or a related field is highly desirable.

Licenses and Certificates

- Possession of, or ability to obtain and maintain, a valid California Class C driver's license may be required when the duties of the position require driving.
- Registration as a Professional Civil Engineer in the State of California is desirable but is not required for appointment to this classification.
- Possession of Professional Civil Engineer registration does not, by itself, constitute appointment or designation as City Engineer. The City Engineer shall be separately designated by the City in accordance with applicable law and City requirements.

Minimum Knowledge, Skills and Abilities

Knowledge of

1. Principles and practices of executive leadership, public administration, organizational management, and municipal government.

2. Public works operations, infrastructure planning, asset management, capital improvement programming, construction administration, and municipal engineering principles.
3. Municipal budgeting, financial management, enterprise funds, cost allocation, rates and fees, procurement, and contract administration.
4. Public works maintenance and operations, including streets, sewers, stormwater, traffic infrastructure, urban forestry, sanitation, solid waste, environmental and sustainability programs, and related services.
5. Applicable federal, state, regional, and local laws, regulations, permits, safety standards, and regulatory requirements.
6. Personnel administration, employee and labor relations, performance management, succession planning, and workforce development.
7. Strategic planning, performance measurement, process improvement, emergency preparedness, risk management, community engagement, and intergovernmental relations.

Skill and Ability to

1. Provide executive leadership and strategic direction for a multidisciplinary municipal department.
2. Plan, organize, integrate, and evaluate complex public works operations, programs, and capital projects.
3. Translate City priorities into departmental strategies, performance measures, and measurable results.
4. Develop and administer complex operating and capital budgets and make sound financial and resource-allocation decisions.
5. Provide executive oversight of infrastructure and engineering-related programs while maintaining appropriate distinctions between administrative oversight and licensed professional engineering responsibilities.
6. Analyze complex operational, financial, regulatory, organizational, and policy issues and implement effective solutions.
7. Select, lead, develop, and evaluate managers and staff and foster accountability, collaboration, and high performance.
8. Manage consultants, contractors, agreements, and interagency relationships.
9. Interpret and apply laws, regulations, policies, agreements, and City requirements.
10. Exercise sound independent judgment and communicate effectively with elected and appointed officials, employees, labor representatives, regulatory agencies, community organizations, and the public.
11. Respond effectively during emergencies, operational disruptions, and other significant events.

Physical Requirements and Working Conditions

1. Work is performed primarily in an office environment with periodic exposure to field, construction, maintenance, and other outdoor operating environments.
2. The position requires sufficient vision, hearing, communication ability, mobility, and manual dexterity to perform administrative and executive duties, operate standard office equipment, review documents and plans, attend meetings, and visit City facilities, construction sites, and public works operations.
3. The incumbent may occasionally be required to lift, carry, push, or pull materials weighing up to 25 pounds.
4. The incumbent may be required to operate a motor vehicle in the course of employment.
5. The position requires attendance at City Council, commission, community, regional, and other meetings, which may occur during evenings or outside normal business hours.
6. The incumbent may be required to work evenings, weekends, holidays, or extended hours and to respond during emergencies or significant incidents affecting City infrastructure or public works services.
7. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the classification.

Miscellaneous Information

Class Status: Unclassified

FLSA Status: Exempt