

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE:	PUBLIC WORKS DIRECTOR
DEPARTMENT:	MANAGEMENT
REPORTS TO:	GENERAL MANAGER

JOB SUMMARY:

Under direction of the General Manager, the Public Works Director manages the Public Works Department. This includes planning, managing, overseeing and directing comprehensive services and activities related to: Water, Wastewater, Roads, Solid Waste, General Services, Fleet Management, Flood Control/Drainage and Facilities Maintenance.

DISTINGUISHING CHARACTERISTICS:

The Public Works Director is a Department Head level position which oversees all functions and operations of the Public Works Department and is responsible for originating, carrying out, reviewing, interpreting, and coordinating policies in the administration of a complex multiservice municipal agency.

SUPERVISION RECEIVED/EXERCISED:

This position receives direction from the General Manager. The position exercises direct and indirect supervision over professional staff and volunteers including technical, field personnel, and laborers, in addition to outside contractors, consultants, and vendors.

ESSENTIAL FUNCTIONS STATEMENT:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the various classifications. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

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- Ensure goals and objectives of the General Manager and Board of Directors are achieved by planning, developing and implementing departmental goals, objectives, policies, programs and procedures; evaluating work procedures to improve performance and enhance services
- Provide responsible and complex staff support to the General Manager and Board of Directors; function as a member of the District's management team and participate actively in addressing concerns, which at times may not be directly related or specific to the assigned department
- Assist in the development and implementation of Division, Department and District goals, policies and objectives; develop comprehensive plans to address future needs
- Prepare and administer the departmental budgets; coordinate the purchase of supplies, materials and equipment; administer contracts; oversee activities of consultants, vendors, and contractors
- Organize, manage and supervise all Public Works Department activities and services, including, but not limited to: water, wastewater, roads, solid waste, general services, fleet management, facilities maintenance, flood control/drainage, infrastructure, assets, property, right-of-way, and easements
- Review and evaluate work methods and procedures for improving organizational performance; identify and resolve problems and issues; find efficiencies while enhancing services
- Assign work activities and responsibilities to appropriate departmental personnel, consultants, vendors and contractors
- Manage and oversee the procurement of contractors and other service providers, including review of contracts
- Ensure compliance for all departmental services and activities through a variety of federal, state, and local regulatory agencies. This includes both operational and maintenance activities and those related to capital improvement projects
- Develop and recommend a comprehensive capital improvement plan, address deferred maintenance, recommend and implement best management practices; develop, recommend and implement a variety of maintenance management plans, programs, and systems
- Review and process a variety of applications, such as those related to development, construction, water meters, utility connections, encroachments, events and other permits
- Provide ethical leadership and uphold ethical standards by setting an example, and promoting the vision and goals of the organization in a focused and systematic manner
- Assist in the selection and development of division employees; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development
- Review timesheets to ensure submittals are complete, accurate and on time
- Complete employee performance evaluations and probationary reports to document and/or correct employee behavior to ensure employee is working at acceptable standards; resolve performance problems by planning and implementing measures to improve employee performance
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Serve as liaison with federal, state, regional, county and special district agencies
- Attend and participate in professional and community meetings; stay current on issues relative to the department; respond to and resolve sensitive and complex community and organizational inquiries, issues and complaints; establish and maintain a customer service orientation within the Department
- Establish positive working relationships with the General Manager, Board of Directors, District General Counsel, and other District staff; representatives of community organizations, federal, state, and local agencies and associations.

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- Meet and work with employees, citizens, community groups and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam; Bachelor's degree from an accredited college or university with a major in civil engineering, mechanical engineering, construction management, public administration, or a related field. Master's degree and/or registration as a Professional Engineer in the State of California is preferred but not required.

License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Equivalent to seven (7) years of broad, complex, and extensive experience in municipal government or other public sector, with at least three (3) years in an administrative, management, or supervisory capacity. Private sector experience may supplement but not substitute government experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of municipal public works, including planning, design, construction, maintenance, and operations
- Principles and practices of program management, development, and administration
- Principles of supervision, training, motivation and performance evaluations
- Applicable regulatory and permitting requirements
- Municipal budget preparation, expenditure control, and administration
- Principles and practices of budgeting for ongoing operations and capital improvements
- Departmental and Divisional goals, policies, and procedures
- Applicable federal, state and local laws, codes, and regulations, including those related to CSD law, public contract code, and prevailing wage
- Labor relations and public employment practices
- Methods and techniques for record keeping and report preparation and writing

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- Proper English, spelling and grammar
- Occupational hazards and standard safety practice
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Develop and administer sound division goals, objectives, policies and methods for evaluating achievement and performance levels
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Operate a variety of office software applications, including Microsoft Office Suite, water delivery systems, GIS/GPS technologies, asset management software, and maintenance management systems
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Maintain pertinent records and compile data into written reports
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers
- Analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness
- Analyze complex budgets and reports
- Attend evening meetings as required
- Prepare clear, concise and complete financial statements, reports and written materials
- Plan, organize, train, evaluate, and direct work of assigned staff
- Interpret, explain and apply applicable laws, codes, and regulations
- Read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Understand, deliver and follow oral and written instructions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision; balancing, climbing, ascending and descending ladders; operating a motor vehicle or equipment for prolonged periods of time; heavy physical labor; kneeling, crouching, lifting, pushing and/or pulling of objects weighing 90 pounds or more; making repetitive hand or body motions, walking, running, sitting,

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speaking, standing, stooping, bending, using hands and fingers; using hand or power tools; working in cramped and confined spaces; working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to water, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration and driving on a daily basis; frequent exposure to high work places; exposure to human waste and bio-solids; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FAIR LABOR STANDARDS ACT:

This is an FLSA Exempt position.

Approved 03/26/2015 – BVCS D Board of Directors