

**City of San Rafael
Job Class Specification**

Job Title: Public Works Director

SUMMARY

Oversees and directs the Public Works maintenance programs, engineering and parks for the City. Responsibilities include the management of the maintenance of City owned facilities such as roads, parks, buildings and vehicles, capital improvement project engineering, contract administration, traffic engineering and other related services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Plans, organizes, and directs the City Public Works program including four divisions: Engineering, administration, traffic and maintenance.
- Develops goals and objectives for the department.
- Prepares reports and analysis for City Council and City Staff.
- Participates in meetings of the City Council, Planning Commission, homeowners associations and professional associations and presents verbal and written reports.
- Coordinates with City Manager and other departments to identify, clarify and implement City policies and procedures, including departmental goals and objectives.
- Oversees the preparation of applications for State and Federal funding to enhance City funded road maintenance works.
- Serves on boards representing the City on matters affecting the City such as JPAs and Coalitions.
- Coordinates with Public Works Directors in other cities on matters of joint concern.
- Evaluates, trains, counsels and disciplines staff.
- Oversees the management of the capital improvement program.
- Conducts investigations and resolves complaints received from the community.
- Performs related duties as required.

KNOWLEDGE OF:

- Federal, State and local laws impacting Public Works
- Caltrans policies and procedures
- Principles, practices and trends in public works administration
- Principles of management

ABILITY TO:

- Interpret and apply Federal, State and local laws.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude.
- Coordinate diverse activities of the department.
- Manage a cadre of Public Works professionals and paraprofessionals.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be: Bachelors degree in

Engineering. Six years of increasingly responsible public work construction and maintenance experience including at least two years in a managerial position.

Valid drivers license

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to moving mechanical parts, heavy construction equipment and outside weather conditions from time to time. The noise level in the work environment is usually moderate.

Prepared Date: February 2002
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