

**City of San Rafael  
Job Class Specification**

## **Job Title: Assistant Public Works Director**

### **SUMMARY**

Under the direction of the Public Works Director, the Assistant Public Works Director plans, organizes and directs the engineering division focused on the development and implementation of the City's Capital Improvement Program and other engineering projects throughout the City. The position oversees the design, construction, and construction managements of Capital Improvement projects and other maintenance and/or repairs; reviews and signs engineering drawings and land record maps. Represents and serves as Public Works Director in his/her absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Oversees and develops the goals and objectives for the City's engineering division and directly supervises the engineering staff.
- 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.
- Works closely with the Community Development Department on private developments to ensure Public Works infrastructure is sustainable.
- Meets with public and private engineers, architects, contractors and owners to discuss projects.
- Prepares applications for State and Federal funding to enhance City funded road maintenance works.
- Serves on boards representing the City.
- Coordinates with Public Works Directors and City Engineers in other cities on matters of joint concern.
- Oversees the management of the capital improvement program.
- Plans, supervises and performs professional engineering work in the design and construction of public capital projects.
- Conducts investigations and resolves complaints received from the community.
- Negotiates fees and schedules with consultant(s).
- Supervises the CIP construction to ensure projects are completed on schedule and within the budget.
- Supervises the preparation of plans, project specifications, inspections, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Supervises and manages the application of Grants for District projects from Federal, State and local funding sources.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Principles and practices of civil engineering and municipal engineering
- Planning, budgeting, design and construction management of the public works projects
- Selecting and paying consultants
- Request for Qualifications (RFQ) and Request for Proposal (RFP) procedures
- Federal, State and local laws impacting Public Works
- Caltrans policies and procedures
- Principles, practices and trends in public works administration
- Principals of management

- Design methods of Public Works projects including the construction of streets, signals, lighting, parking, storm drain, parks and buildings
- Principles of organization, administration, and personnel management
- State Subdivision Map Act
- Tentative Maps and environmental documents
- Public Works operations and maintenance
- Construction Management

**ABILITY TO:**

- Interpret and apply Federal, State and local laws
- Communicate effectively, verbally and in writing
- Maintain a flexible, cooperative customer service attitude and work well with other departments
- Coordinate diverse activities of the department
- Manage a cadre of Public Works professionals and paraprofessionals
- Manage a budget and supervise staff

**EDUCATION AND/OR EXPERIENCE:**

A Bachelors degree in Civil Engineering from an accredited college or university and eight years of increasingly responsible public works engineering and construction experience including at least two years in a managerial position. Registration as a Civil Engineer in the State of California preferred. Incumbent registered as a Civil Engineer in the State of California may serve as the City Engineer in the absence of the Public Works Director.

Valid California 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.

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