

CITY OF ROSEVILLE

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Public Works Department including the City's Engineering Division, Street Maintenance Division, Fleet Services Division Facilities Services Division and Alternative Transportation Division; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Public Works budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Provide direction and technical assistance to the various divisions within the Public Works Department.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Ensure the City's Core Competencies are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering as applied to building, public works, utilities and traffic.

Principles and practices of land surveying and mapping, investigation, and construction techniques related to the construction of public works projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

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

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the Public Works department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply construction and design standards, various codes and regulations, and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Seven years of increasingly responsible experience in public works engineering, including three years of administrative and management responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil engineering or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

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Possession of a current certificate of registration as a Professional Civil Engineer in California is highly desirable.

03-05-19

11-15-12 Public Works Director

05-12-07

02-25-05

09-02-98

11-27-91 Public Works Director-City Engineer

10-01-88

07-01-85 Assistant Public Works Director - City Engineer

07-01-79

09-20-78

01-10-78

10-30-73 Assistant City Engineer

09-29-69 Assistant Director of Public Works

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-64 Assistant City Engineer

Public Works Director

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11-15-12	Public Works Director
05-12-07	
02-25-05	
09-02-98	
11-27-91	Public Works Director-City Engineer
10-01-88	
07-01-85	Assistant Public Works Director - City Engineer
07-01-79	
09-20-78	
01-10-78	
10-30-73	Assistant City Engineer
09-29-69	Assistant Director of Public Works
-67	
-65	
-64	Assistant City Engineer