

City of South San Francisco
Human Resources Department

Director of Public Works
Class Description

Definition

Under administrative direction, responsible for comprehensively planning, organizing, staffing, directing, controlling, reviewing and evaluating the activities of the department which includes parks, public works, streets, fleet and engineering, as well as construction inspection, and water quality control plant operations; and performs related duties as required or assigned. The Director of Public Works serves as the City Engineer.

Distinguishing Characteristics

The single-position executive-level classification serves as a department head and is responsible for all elements of the City's infrastructure, maintenance services, engineering, and water quality programs, including direct supervision of management staff. It is distinguished from the next lower-level manager classification in that the manager is focused on day-to-day operations and line staff supervision. This classification exercises wide latitude in decision making having overall responsibility for the operation of a large department.

Typical and Important Duties

1. Directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities.
2. Plans, organizes, coordinates and gives overall direction to the work of the public works service areas.
3. Plans and directs the design and development of new public works infrastructure and programs and improvements to existing public works infrastructure and programs.
4. Prepares and submits reports and recommendations, plus provides technical advice and information to the City Manager, City Council and several Commissions.
5. Coordinates departmental programs and plans for facilities with other City departments and divisions, community groups and schools, and other outside agencies and neighborhood interest groups.
6. Responds to the most difficult citizen service and facility use related complaints and requests.
7. Surveys and evaluates the need, and develops plans and schedules for long-range infrastructure maintenance and repair.
8. Organizes available resources for acquisition, maintenance, improvement and repair of the City's infrastructure and facilities.
9. Prepares and administers the departmental budget, including operating and capital improvement.
10. Prepares administrative reports/studies.
11. Oversees preparation of specifications and the obtaining of bids for construction and maintenance projects.

- 12. Selects, supervises, trains and evaluates staff.
- 13. Advises and speaks before the City Council and various community organizations on various public works issues.
- 14. Performs related duties as required or assigned.

Job-related Qualifications

Knowledge of:

- Principles, practices and methods used in public administration, management, and program and facility acquisitions and maintenance.
- Principles and practices of general civil engineering as applied to the field of municipal public works, including planning and development construction, operations and maintenance.
- Technical, legal, financial and public relations problems involved in the conduct of a municipal public works program.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal utilities.
- Principles of management, supervision, training and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles and practices of organization, administration and budgeting.

Ability to:

- Understand and design programs to meet the needs of the community.
- Prepare detailed reports, plans and specifications, and produce reliable study and research as needed.
- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.
- Analyze difficult programs and to develop a positive course of action.
- Demonstrate sound, professional judgment and reason logically and think imaginatively and creatively.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Direct the preparation of clear, concise reports.
- Represent the City, the department or the organizational unit effectively in contacts with representatives of other agencies, City departments and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; enforce adherence to safety policies and procedures; enforce adherence to safety policies and procedures.

- Maintain confidentiality regarding sensitive information.

Skill in

- Using a personal computer and related software.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Five years of progressively more responsible professional maintenance services or public works experience, including at least three years in a supervisory capacity.

Training:

A bachelor's degree from an accredited college or university with major coursework in business administration, public works, construction, engineering or a closely related field. A master's degree in engineering, business administration, public administration or related field is highly desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.
- Possession and maintenance of a valid certificate of registration as a Civil Engineer issued by the State Department of Registration for Professional Engineers.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Mobility to work in a typical office and/or field setting.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Additional Information:

- Approved: March 1989
- Revised Date: November 1998, June 2003, May 2004, January 2014
- Former Titles: Director of Maintenance Services, Director of Public Works
- Abolished:
- Bargaining Unit: Executive
- DOT: No
- Status: Unclassified/exempt
- Job Code: N160