

COMMUNITY DEVELOPMENT AND PUBLIC WORKS DIRECTOR

DEFINITION

To plan, coordinate, direct and review the operations and activities of the Department of Public Works and the Planning and Building Divisions, including land development review; public facility engineering; construction and maintenance of streets, storm drains, sewer systems and public utilities; municipal airport, City building, equipment and fleet maintenance; to ensure departmental compliance with all applicable laws, regulations and standards; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council.

Exercises direct supervision over public works, planning and building departmental staff.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, directs, reviews and evaluates the activities, programs and projects of the Department of Public Works and the Planning and Building Division.

Develops and implements policies, procedures, goals, objectives, priorities and work standards for the departments.

Interprets and ensures departments compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.

Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Selects, assigns, supervises, motivates and evaluates the performance of departmental personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinate staff for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Directs and reviews the work of contract consultants providing assistance to the departments; reviews or prepares related requests for proposals and contracts.

Develops and manages the departmental budgets; monitors and approves all purchase payment orders; prepares and administers grants for special programs and projects.

City of Oroville

Identifies City needs and priorities for specific public works projects, planning projects and building activities; develops and updates short- and long-range goals and capital improvement plans.

Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of City public works services, planning and building department services; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities.

Prepares, reviews and/or approves public improvement plans, specifications, standards and estimates; encroachment, transportation, grading, drainage and flood plain permits; land development conditions of approval and associated agreements; land development maps, deeds and other documents, including acceptance of public right-of-way dedications to the City by deeds.

Inspects and evaluates public and private improvement projects and public safety concerns.

Serves as Airport Manager and Flood Plain Administrator.

Manages airport property and lease/rental agreements.

Ensures the availability of adequate equipment, vehicles, materials and supplies for Public Works, Planning and Building projects.

Confers with and provides professional and technical assistance to City Council, City Administrator and other staff on matters related to Public Works, Planning and Building functions.

Coordinates departmental activities with those of other departments and divisions, agencies and private groups as appropriate.

Represents the department at City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as appropriate.

Receives and responds to public inquiries, requests for assistance and complaints regarding departmental projects and activities.

Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations and recommends and implements policy and procedural improvements.

Performs general administrative work as assigned, including but not limited to conducting and attending meetings, assisting customers, researching files, scheduling appointments, reviewing correspondence, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Departmental policies, procedures and standards related to public works maintenance and construction projects, planning and building division projects and activities.

Pertinent federal, state and local laws, regulations, codes and ordinances.
Administrative principles and methods, including goal setting and planning.

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

Principles and practices of civil engineering, land development, flood plain management, emergency management, airport operations as applied to the design, construction and maintenance of public facilities and technical inspection services.

Modern principles, practices, techniques, equipment, materials and tools used in planning, building and public works construction / maintenance projects and daily operations.

Safe and proper operation of heavy construction equipment.

Research methods and sources of information related to public works, planning and building operations.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

Principles and practices of modern office management, communications and effective employee and public relations.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.

Develop, implement and interpret goals, objectives, policies, procedures and work standards.

City of Oroville

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

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Read and understand complex plans, specifications and blueprints.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, specifications, regulations and standard construction practices.

Exercise sound, independent judgment within general policy guidelines.

Select, supervise, train and evaluate staff.

Prepare and administer a comprehensive budget.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Prepare, verify, analyze and reconcile complex records, reports and recommendations.

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

Gain cooperation through discussion and persuasion, and facilitate the resolution of difficult political and controversial issues related to Public Works plans and projects.

Represent the City effectively in meetings with others.

Interpret complex departmental projects and programs to the public.

Experience:

Five years of increasingly responsible professional experience in the field of public works, including at least two years in a responsible supervisory position involving the design, construction and maintenance of public works facilities, preferably in a local government jurisdiction.

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering or closely related field. A Master's degree is desirable.

Additional Requirements:

Registration as a Professional Civil Engineer by the State of California

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration. Worker frequently works past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work primarily in an office environment; some outdoor work is required in the inspection of various land use developments, construction sites and public works facilities. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.