

DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER

DEFINITION

To plan, direct and review the activities of the Public Works Department; to provide professional and technical staff assistance; and to perform the statutory duties of the Town Engineer.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Town Manager; responsibilities include direct and indirect supervision of professional, technical, field and clerical staff.

EXAMPLES OF DUTIES

Direct and participate in the development and implementation of goals, objectives, policies and procedures.

Plan, direct and review all public works activities including all phases of design, surveying, inspection, and field services.

Act as the Town's flood plain administrator.

Review and comment on land-use applications.

Plan, direct and review traffic and drainage engineering activities.

Act as technical advisor to the Town Manager and Town Council on public works, engineering and traffic matters.

Develop and implement the capital improvement program and budget.

Respond to difficult citizen inquiries and complaints.

Evaluate and recommend professional engineering the public works consultants and contracts.

Determine the need for new equipment and facility maintenance and repairs.

Supervise and participate in the preparation and administration of the department budget.

Coordinate public works activities with other Town Department and with outside agencies.

Serves as the Staff liaison to the Parks, Open Space and Trails Commission.

Select, supervise, train and evaluate public works personnel and clerical subordinates.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of engineering and administration as applied to the design and construction of public works facilities and technical inspection services; methods, materials and techniques employed in public works construction; principles and practices of modern office management; current literature and sources of information in municipal public works administration; principles of organization, administration, budget and personnel management.

Ability to: Organize, direct and coordinate the activities of a department in a manner conducive to full performance and high morale; delegate authority and responsibility and to schedule and program work on a long-term basis; select, supervise, train and evaluate subordinates.

Experience and Education: Any combination equivalent to experience and education that could likely provide the require knowledge and abilities would be:

Experience: At least five years professional engineering and administrative experience in the field of public work, preferably at a level of at least Assistant Director of Public Works/Town Engineer.

Education: Equivalent to a Bachelor's degree from an accredited college of university with major coursework in civil engineering. A master's degree is highly desirable.

License or Certificate: Possession of a certificate of registration as a professional civil engineer in the State of California.