

**CITY OF SOLVANG
JOB DESCRIPTION**

PUBLIC WORKS DIRECTOR/CITY ENGINEER

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

DEFINITION

The Public Works Director is a professional in the operations of the Public Works Department who plans, organizes, and directs the Public Works Department, including, water, wastewater, streets, storm drains, solid waste, parking lots, and capital improvement projects. The Director also works with various boards and commissions on public works issues and works to resolve employee related issues.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license is required.

Registration as a professional civil engineer in the State of California is not required but highly desirable. Should the applicant be registered in another state, ability to obtain a California license within one year of appointment is required.

EXAMPLES OF DUTIES

- Directs various public works activities, street trees and planters, water - production, treatment, storage and distribution, wastewater collection and treatment, solid waste collection and disposal, street maintenance operations, parking lot maintenance operations.
- Conducts studies involving functions of the department, programs, practices and procedures, financial resources, staffing and requirements for new programs.
- Selects, adapts and applies appropriate research and statistical techniques to specific areas of study.
- Collects, compiles, describes, organizes, analyzes, interprets and presents data and information related to matters under study.
- Determines sources of data and information.
- Organizes data and information in such form that analysis is facilitated and their significance may be appreciated.
- Represents the department and City at various meetings.
- Performs other related duties as assigned.

ESSENTIAL FUNCTIONS

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Knowledge of administrative principals and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration and employee supervision and evaluations, including discipline or discharge of employees.

- Familiarity with and background in the operation of public works facilities, infrastructure inspection and water and sewer systems.
- Knowledge of principles and practices of contract administration.

Public Works Director/City Engineer Cont'd

- Ability to Apply state and federal laws and regulations.
- Knowledge of public administration principles as related to the activities and functions of a municipal government.
- Planning, organizing, assigning, directing, reviewing and evaluating comprehensive public works field activities.
- Selecting, training, motivating, and evaluating staff. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
- Analyzing complex problems, evaluating alternatives and making creative recommendations.
- Exercising sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Representing the City effectively in meetings with others. Preparing clear, concise and competent reports, correspondence and other written materials.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Medium – Exert force to 50 pounds occasionally or 25 pounds frequently, or negligible force to 25 pounds constantly to lift, carry, push, pull, or move objects, Frequently stand or walk or sit; fingering, typing. Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward or side-to-side. Rarely crawl climb, reach, push/pull, twist at the waist.

Vision: visual acuity sufficient to perform the essential functions of the position; average depth perception needed.

Hearing: Hearing ability to effectively hear and comprehend oral instructions and communication

ENVIRONMENTAL CONDITIONS

Some exposure to water, chemicals, hazardous materials, noise; May work at heights, in confined spaces, and in inclement weather; Works indoors and outdoors; frequently uses a computer; Occasional exposure to dust

EDUCATION AND EXPERIENCE

Bachelor's Degree in civil engineering or related field is highly desirable. A minimum five years of progressively responsible experience in municipal engineering and public works administration with at least two years in a management capacity, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date