

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct and oversee the activities and operations of the Public Works Department including public works operations and maintenance. Public Works operations and maintenance activities include facilities maintenance and operations, utilities maintenance and operations, Parks maintenance and operations, building maintenance and operations, fleet and equipment maintenance, streets and street landscape maintenance and operations; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance and office administrative positions.

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

Plan, organize, and direct the activities of Public Works Maintenance including the areas of public facilities maintenance, building and equipment maintenance.

Participate in the development and implementation of both short-range and long-range goals, objectives, policies, and procedures relative to public works activities and maintenance operations.

Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.

Administer contracts for the construction of municipal buildings and other related activities.

Determine scope of Public Works projects, review plans of private contractors, make technical and sound decisions, and establish technical criteria.

Work with City Engineer in the preparation and administration of the Capital Improvement Program.

CITY OF MILPITAS
Public Works Director

Represent the Public Works Department at City Council, local and regional commission meetings.

Review and approve Public Works drawings.

Propose and review developer conditions, negotiate development conditions, meet and discuss City requirements with developers and contractors.

Prepare and administer the department budget; authorize all requisitions and payments within the department.

Prepare and present department recommendations to the Planning Commission and City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.

Coordinate public works activities with other City departments and with outside agencies.

Prepare a variety of reports, correspondence and special studies.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works, administration and civil engineering and administration as applied to the design and construction of public works facilities and projects.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Public Works Department.
- Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, traffic signals, lighting, and landscaping systems.
- Principles of organization, administration, budget, and personnel and office management.

Ability to:

- Plan, organize, direct, and review the activities of a large City department.
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a departmental budget.
- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.
- Establish and maintain positive and effective working relationships with City staff, developers, consultants, and the general public.

EXPERIENCE AND EDUCATION

Experience: Seven years of increasingly responsible public works management, three years of which included working in a public sector environment and two years of supervisory experience which includes some area relating to public facilities maintenance, building construction and equipment maintenance, oversight involving the design and construction of a variety of public work projects; as well as public facilities maintenance, building construction and equipment maintenance.

Education: A Bachelor of Science degree in civil or structural engineering, engineering, public administration or a related field from an accredited college or university.

LICENSE AND CERTIFICATE

- Possess and maintain an appropriate, valid California Driver's License.

Desirable Qualification:

Possession of a certificate of registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

Human Resources Director