

**City of Imperial Beach  
Position Description**

**Title:** Public Works Director  
**Department:** Public Works  
**Division:** Management

**GENERAL PURPOSE**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Public Works Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manger.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assume full management responsibility for all Public Works Department services and activities including street maintenance, wastewater utility maintenance, public facility maintenance, tidelands maintenance, fleet vehicle and equipment maintenance and environmental program functions.

Plan, organize, and direct the activities of the maintenance sewer utilities, and field service divisions including capital improvement projects, sewer collection system maintenance, street maintenance, drainage, parks, tidelands, and building facilities.

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate serving and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Public Works Department to other City departments, elected officials, and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

**City of Imperial Beach**  
**Public Works Director**  
**Page 2**

Plan, direct, and coordinate, through subordinate level managers, the Public Works Departments work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. Coordinate Public Works Department activities with those of other departments and outside agencies and organizations; Provides staff assistance to the City Manager, Assistant to the City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Evaluate the need for and develop plans and schedules for long range Public Works programs; organize available resources for maintenance, improvement, and repair of public works provisions and specifications.

Negotiate agreements with developers, engineers, property owners, contractors, and other agencies for rights-of-way, easements, financial participation, and waste water services.

Confer with City departments, public agencies, private organizations, local citizens, and various public groups on proposed projects and improvements; confer with subordinates on the design, construction, repair, and maintenance of public works facilities.

Determine and recommend levels of service for utilities, streets, and drainage areas.

Apply and administer grants received for public works projects.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Public Works Department programs, policies, and procedures as appropriate; manage and supervise the mandated environmental programs (i.e. Solid waste, Urban run off, pollution prevention, hazardous waste.) including compliance, education, and complaint response.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the field of Public Works administration as applied to street maintenance, wastewater system maintenance, construction and maintenance of streets, alleys, storm drainage, and related public works facilities and structures.

**City of Imperial Beach**  
**Public Works Director**  
**Page 3**

Respond to and resolve difficult and sensitive inquiries and complaints

Conduct field inspections including walking and/or windshield inspections of status of City infrastructure and work in progress.

Research sources of information, vendors, materials, grants, and other sources of funding, legislation, or regulations under consideration by state and/or federal government.

Oversee Capital Improvement projects including direct involvement in all phases of these projects; serve as an arbitrator of disputes on certain public works contracts.

Identify and respond to concerns, issues and needs of the City Manger, Assistant to the City Manager, City Council and Community as appropriate.

**PERIPHERAL DUTIES**

May serve as Acting City Manager as deemed necessary; Performs other related duties and responsibilities as assigned by City Manager.

**DESIRED MINIMUM QUALIFICATIONS**

Education & Experience

- (A) Equivalents to a bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration, or a closely related field.
- (B) A master's degree is highly desirable.
- (C) Five (5) years of responsible public works experience including three (3) years of management and supervisory experience.

**KNOWLEDGE OF**

Hazardous materials regulations, handling, and reporting procedures.

Safe driving principles and practices. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal public works improvements.

Methods, materials, techniques, and equipment used in the construction of facilities and systems.

Occupational hazards and standard safety practices necessary in the areas of public works.

**City of Imperial Beach**  
**Public Works Director**  
**Page 4**

Research methods and sources of information related to engineering.

Recent developments, current literature, and trends relating to engineering program administration.

Advanced practices and principles relate to community service, including recreation programs, recreation area development, wilderness trails development and park landscaping.

Principles and practices of management, public administration, supervision, training and public relations;

Recent developments and sources of information in community services and park administration;

**ABILITY TO**

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.

Select, supervise, train, motivate and evaluate staff.

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

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

**TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

With disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.