

## **TOWN OF SAN ANSELMO**

### **DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER**

#### **DEFINITION**

To plan, direct, manage, supervise and oversee the activities and operations of the Public Works Department including traffic and civil engineering, streets, parks, medians, storm water collection, flood control; to ensure the maintenance of the Town's infrastructure; to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Town Manager. Policy direction is from the Town Council. Serves as staff to the Measure G Monitoring Committee and the Bicycle Pedestrian Task Force, which act in an advisory capacity to the Town Council.

Exercises formal supervision over the Public Works supervisory and professional staff; exercises indirect supervision over support staff, and temporary hire, seasonal part-time, contract, permanent, or other employees and volunteers hired to perform or provide Public Works services.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all departmental programs, projects and facilities.

Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area and function; establish department work plan, service levels, staffing requirements.

Develop policies and procedures for achieving departmental goals, objectives and priorities.

Allocate resources; monitor and evaluate the efficiency and effectiveness of service delivery; monitor the allocation expenditures for personnel, supplies and equipment; direct and implement modifications and changes as necessary to achieve goals, objectives and priorities.

Maintain current inventory of Town's infrastructure of streets and storm drains.

Act as the Town's flood plain administrator.

Represent the department to elected officials, the Town Manager, other Town Departments, Town Commissions and Committees, outside agencies and professional organizations, citizen and community groups; interpret and explain department activities, programs, projects, goals, objectives and priorities.

Negotiate and resolve significant sensitive and controversial problems and issues and respond to citizen inquiries and concerns.

Plan, direct and review traffic and drainage engineering activities.

Develop and implement the capital improvement program and budget.

Provide grant management for public works projects, including application process, project monitoring, budget control, and financial reporting.

Prepare reports, correspondence and recommendations to the Town Council, Town Manager and outside agencies.

Provide technical recommendations on department matters to the Town and other committees, commissions and boards involved in public works and Town engineering activities.

Recruit, select, evaluate, and promote department personnel; consider, evaluate and resolve employee grievances; implement discipline and termination procedures; develop and promote staff training and motivation programs; develop and implement drug testing and training programs; assist in labor negotiations.

Prepare, review and administer the department budget and long range capital improvement plans; review and approve payments for services.

Prepare specifications, contracts, franchises and agreements for professional services; administer contracts and agreements for services, including engineering; maintenance of the street lights and traffic signals and maintenance and improvements to public buildings and facilities.

Analyze expenditure and cost data and make recommendations on service fees and rates.

Manage and supervise municipal programs to insure Town is in compliance with applicable state and federal laws and regulations.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of comprehensive public works and engineering programs.

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

Modern and complex principles and practices of public works program development and administration.

Basic principles and practices of engineering as applied to public works services; contract law and principles of contract administration.

Advance principles and practices of engineering as applied to the planning, design, and construction of a broad spectrum of public works facilities and projects.

Methods, material and techniques employed in public works construction, engineering, and traffic engineering.

Recent developments and sources of information on public works administration.

Principles and practices of municipal budget preparation and administration, including grant management and financial reporting.

Principles of supervision, training, performance evaluation and procedures, laws and regulations involved in labor negotiations.

Pertinent Federal, State, and local laws, codes, and regulations.

Technical, legal, financial, and public relations issues and problems related to the conduct of a municipal public works program.

Safe driving principles and practices.

**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 supervisory and professional personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Town Manager, and Town Council issues, concerns, and needs.

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

Plan, organize, and direct comprehensive public works programs.

Administer contract services.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

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

Prepare clear and concise administrative, technical, and financial reports.

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

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Respond tactfully and promptly to citizen requests for information and concerns.

**EXPERIENCE AND TRAINING GUIDELINES:**

**Experience:**

Six years of responsible experience in municipal public works including three years of administrative, management and supervisory experience.

**Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering is required.

**License or Certificate:**

Possession of a valid California driver's license.

Possession of Certificate of Registration as a Professional Civil Engineer in the State of California is required.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

On an intermittent basis, sit at a desk for long periods of time; use telephone and write or use a keyboard to communicate through written means; stand, work, and bend while involved in some recreation program activities; squat, climb, kneel, and twist intermittently if setting up or participating in sports program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of recreation supplies and equipment.

Date: 2-20-09

Approved: Debra Stutsman

**Revised:** February 2009