

## TOWN OF SAN ANSELMO

### ASSISTANT DIRECTOR OF PUBLIC WORKS

#### **DEFINITION**

Under direction of the Public Works Director/Town Engineer, this position plans, organizes, directs and oversees the engineering services for the Town of San Anselmo. This position also provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned. May provide engineering services as prescribed below on a contract basis to other cities as directed by the Public Works Director.

In addition, this position will assist the Public Works Director 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 Public Works Director.

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

Receives administrative direction from the Public Works Director. Policy direction is from the Town Council. Serves as staff to various committees, 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**

- Assist in the management responsibility for all departmental programs, projects and facilities.
- Help 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.
- Participating in developing policies and procedures for achieving departmental goals, objectives and priorities.
- Maintain current inventory of Town's infrastructure of streets and storm drains.
- May 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.

- 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, Public Works Director and outside agencies.
- 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.
- Help manage and supervise municipal programs to insure Town is in compliance with applicable state and federal laws and regulations.
- Plans, supervises and performs professional engineering work in the design and construction of public capital projects, specializing in street improvements, drainage, structures, buildings and related facilities.
- Supervises and participates in the preparation of plans, project specifications, inspections, legal descriptions, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and Town standards and policies.
- Meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from the public and provides technical information to outside Agency staff, Town Council and the public.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, Town Council and other agencies as required.
- Coordinates engineering activities and capital projects with other departments and agencies.
- Reviews and approves engineering drawings, plans and specifications and other legal documents for signature by the Public Works Director.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Manages and develops the Town's mapping and geographic information system.
- Prepares and manages the application of grants for Town projects from Federal, State and local funding sources.
- Provides administrative support to the Public Works Director.
- Administers Town encroachment permits, grading permits, well permits and creek bank permits.
- Approves and oversees the traffic signals operations and maintenance.
- Performs related duties as required.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- 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.
- Principles and practices of civil engineering, construction management and administration.
- Design, construction and operation of public works facilities.
- Methods of preparing designs, plans, specifications, estimates, reports & recommendations.
- Streets, storm drains, buildings, parks, and other public works projects.
- Laws and codes related to civil engineering, building construction and ADA compliance.
- Principles of organization, administration, budget and supervision.
- Current engineering technology and related engineering software.
- Grant applications and execution. Traffic signal operation.
- Traffic Signal Operation
- Grant applications and execution.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Safe driving principles and practices.

### **Ability to:**

- Provide administrative and professional leadership and direction for the Public Works Department.
- Plan, organize, direct, and coordinate the work of supervisory and professional personnel; delegate authority and responsibility.
- Identify and respond to community, Public Works Director, 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.
- 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.
- Perform design engineering.
- Oversee or prepare plans, drawings, specifications, diagrams and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

**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: 4/12/16

Approved: Debra Stutsman

**Revised:** February 2016