



City of Pacific Grove
Established Date: 12/18/2013
Revised Date: 7/14/2015

PUBLIC WORKS DIRECTOR

SUMMARY: Under the general guidance and direction of the City Manager, directs the staff and activities of the Pacific Grove Public Works Department (PWD); develops coordinates, and implements plans; defines goals and priorities; ensures the effective completion of projects; and resolves complex PW issues.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs PW activities, including the maintenance and operations of city-owned facilities and infrastructure; the planning, design, construction, and repair of the City's capital assets.
- Manages PW through effective planning, resource allocation, and fiscal management; manages staff and activities to achieve PW infrastructure management and community service goals.
- Provides leadership, direction, and guidance for PW staff; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments.
- Meets regularly with staff to discuss and resolve priorities, technical issues, quality standards, local issues, and cross-training plans; motivates and evaluates staff, and maintains discipline; ensures PW operations are in compliance with state and federal regulations, and City standards.
- Exercises independent judgment within broad policy guidelines; evaluates complex PW issues and develops solutions; reviews operational trends, and identifies corrective strategies.
- Directs coordination with federal, state and regional jurisdictions, City departments, advocates, community organizations, and regulatory agencies; manages community relations issues; negotiates and resolves sensitive and complex issues.
- Develops plans to meet City goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and projects, communicates status of projects and organizational issues, and ensures the efficient delivery of high-quality services;
- Reviews and analyzes operational data and activity reports; identifies City and community needs and resource availability; develops recommendations and plans to improve operational effectiveness; manages the PW budgets; monitors and approves expenditures.
- Enforces safety rules and regulations, and ensures proper safety precautions in all work performed; manages safety hazards, equipment problems, security issues, and emergency situations.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Oversees contracts; manages utility service providers and franchisees.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Engineering, Business Administration, Public Administration, or a related field, AND seven years management experience in public works programs; OR an equivalent combination of education, training, and experience. A Master's Degree and/or professional certifications in one or more related fields are preferred.

Knowledge of:

- City organization, operations, policies, and procedures.
- City, county, state and federal laws, regulations, codes and ordinances governing public works operations and projects, contracts, purchasing, and community development.
- Principles and practices of managing municipal infrastructure development and maintenance.
- Principles of design, construction, and maintenance of public works projects.
- Strategy and tactics for management and deployment of public works personnel and equipment.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, records management, and employee supervision.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Safe work practices, occupational hazards, and safety precautions in municipal operations.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Using initiative and independent judgment within established policies and procedural guidelines.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing complex operational and technical issues, evaluating alternatives, and developing and presenting recommendations based on findings.
- Analyzing and evaluating technical data and construction documentation.
- Interpreting and applying technical standards and federal and state rules and regulations.
- Interpreting technical manuals, schematics, blueprints, and equipment specifications.
- Interpreting technical instructions and analyzing complex variables.
- Assessing community needs and developing solutions.
- Managing staff, delegating tasks and authority, and prioritizing multiple projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, public officials, and representatives from other regional agencies.
- Operating a personal computer, utilizing a variety of business and professional software.
- Communicating effectively verbally and in writing.
- Negotiating agreements, contracts, and courses of action.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. General Building Contractor license from California Contractors State License Board, an Engineering Degree from an accredited college or university, or the equivalent is required; additional technical training and certifications are desirable and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field (to inspect PW projects, determine conditions related to planning applications, etc.). Field work may be during inclement weather.

Must be willing to work varied hours, as well as attend evening or weekend meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, during, and in recovery from physical disasters and other emergency incidents.