

City of Blythe Job Description

Job Title: Public Works Director
Salary Range: DOQ
Department: Public Works
Reports to: City Manager
FLSA Status: Exempt

SUMMARY: Under the general supervision of the City Manager, plans, organizes, directs the City's Public Works activities including: street maintenance, engineering design, public works construction and inspection, the repair and maintenance of City infrastructure, park maintenance, fleet maintenance, the production and distribution of potable water and the treatment and disposal of wastewater. Provides highly responsible and technical staff assistance to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops, recommends and implements goals, objectives, policies, operating procedures and controls for engineering design and review, capital construction, and inspection, infrastructure and equipment maintenance and related functions.
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff; selects personnel and provides for their training and development; interprets City policies to employees.
- Oversees and coordinates the work of City engineering activities, both contract and in-house; negotiates and administers consultant contracts.
- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plans, specification and budgets and in a timely manner; directs and coordinates public works inspection activities.
- Oversees and administers programs to provide city residents with potable water and wastewater collection, treatment and disposal.
- Directs and coordinates the work of staff involved in the maintenance and repair of City streets, storm and sanitary sewers, water production and distribution facilities; landscaped areas, facilities and equipment; recommends and oversees contract maintenance and repair services as appropriate.
- Develops and implements work standards, reporting procedures and related internal controls to support effective management of assigned functions.
- Attends meetings and makes oral presentations before the City Council, commissions, committees, community groups, boards and other governmental agencies.
- Monitors legislation and developments related to planning, building, and public works related matters; evaluates their impact upon City activities; recommends and implements improved policies and procedures.
- Responds to emergency call-outs at times
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative, but not all-inclusive, of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The ideal candidate will possess the following attributes and have a record of success in the following:

Knowledge of:

- Administrative principles and practices, including goal setting, program development and implementation, and employee supervision.
- Principles and practices of engineering design and construction project management.
- Principles and practices of public facility construction and maintenance in a municipal setting.
- Applicable federal, state and local laws and regulations.
- Capital and operating budget development and implementation.
- Funding sources impacting program development.
- Principles of contract negotiation and administration.
- Principles of building inspection and plan review.
- Computer applications related to assigned functions.
- Basic principles and terminology of water production and distribution.
- Basic principles and terminology of wastewater treatment and disposal.

Skill in:

- Planning, organizing, administering and coordinating a variety of engineering and public works maintenance functions.
- Selecting and evaluating the work of staff and providing for their training and development.
- Developing and implementing goals, objectives, administrative systems, procedures and controls.
- Interpreting, explaining and applying federal, state and local laws and regulations.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Exercising sound independent judgment within general policy and procedural guidelines.
- Establishing and maintaining cooperative working relationships with governmental and regulatory agencies, business and professional groups and the public, developers and contractors and City staff.

EDUCATION and/or EXPERIENCE: A Bachelor's Degree in civil engineering, public administration, business administration, or a closely related field, and a minimum

of five (5) years of increasingly responsible public works experience including two years of management and administrative responsibility. Registration as a Professional Civil Engineer in the State of California is desirable but not required.

CERTIFICATES, LICENSES, REGISTRATIONS: upon hire, candidate must possess a valid California driver's license, Social Security enrollment, and proof of citizenship.

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 disabilities to perform the essential functions.

Work is performed in both office and field environments and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and will also be required to visit job sites. Physical demands range from light, consisting primarily of sitting, standing, and walking, to somewhat strenuous including assisting workers in the field if necessary and exposure to summer temperatures . Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.