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12/12/11

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PUBLIC WORKS DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under executive direction, to plan, direct and review the activities of the divisions comprising the Public Works Department; to provide professional and technical staff assistance; to perform the statutory duties of City Engineer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Public Works Department. Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager and/or Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager and/or Assistant City Manager. Exercises managerial direction over executive, administrative, professional, and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of the City's goals, objectives, policies and procedures.
- Plan, direct, and review all public works engineering activities including all phases of design, surveying and inspection.
- Plan, direct, and review transportation and traffic engineering activities.
- Confer with and advise supervisory assistants on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.
- Review plans, engineering reports, budget estimates and proposed ordinances submitted by division heads.
- Review and sign plans for public works improvements.
- Act as technical advisor to the City Manager and City Council on public works, engineering and traffic matters.
- Supervise and participate in the preparation of the capital improvement program and budget.
- Respond to and resolve difficult citizen inquiries and complaints.
- Select and direct professional engineering consultants.
- Supervise and participate in the preparation and management of the department budget.
- Coordinate public works activities with other City departments and with outside agencies.
- Select, supervise, train and evaluate professional, technical and administrative support subordinates.

QUALIFICATIONS

Knowledge of:

- State of California engineering and administration principles and practices as applied to the design and construction of public works facilities and technical inspection services.
- Methods, materials and techniques employed in public works construction.
- Principles and practices of strategic management and planning.
- Recent developments, current literature and sources of information in municipal public works administration in the State of California.
- Principles of organization, management, budget, and personnel management.
- Various financing mechanisms for enterprise operations and rate setting principles.

Ability to:

- Organize, direct, and coordinate the activities of a moderately large department in a manner conducive to full performance and high morale.
- Work effectively and develop positive relationships with a diverse population and cultures.
- Delegate authority and responsibility; schedule and program work on a long-term basis.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Participate as a team player and collaborate with other departments and agencies.
- Operate a personal computer and relevant software.
- Generate new and creative ideas as a result of visionary and strategic thinking.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major course work in civil, mechanical, or electrical engineering or a related field. A Master's degree in a related field is highly desirable. Possession of a Certificate of Registration as a Professional Civil, Mechanical or Electrical Engineer in the State of California is highly desirable.

Experience: Ten years of professional engineering and managerial experience in the field of public works, or equivalent engineering and construction organization.

MEDICAL CATEGORY: Group 4

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Public Works Director

TO: Assistant City Manager
Public Utilities Director