

CITY OF BRISBANE

PUBLIC WORKS DIRECTOR/CITY ENGINEER

Definition

Under administrative direction of the City Manager, plans, organizes and provides administrative direction and oversight for all public works functions and activities, which include infrastructure engineering, design and construction, streets and traffic control, underground lines, review of private sector development, facility, parks and infrastructure maintenance and operation of water distribution and sanitary sewer collection systems; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

Class Characteristics

The Public Works Director/City Engineer oversees and directs all activities of the Public Works Department, including short- and long-range capital improvement planning and development. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

Examples of Duties (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Performs the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees the development or update of the City's Transportation Improvement Program (T.I.P.), Comprehensive Sewer and Water Plans, the Capital Improvement Plan and other plans related to municipal infrastructure.

- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- May act as a Deputy to and/or serve as the City Manager on an assigned basis.

Qualifications

Knowledge of:

- Principles and practices of public works development, maintenance and management in a municipal setting.
- Principles and techniques of capital improvement engineering, design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and concepts of municipal infrastructure maintenance, repair and replacement, including streets, facilities, underground lines and parks.
- Principles and practices of budget development, administration and accountability.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive public work design, engineering, construction and maintenance program.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.

- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in civil engineering or a field related to the work and four years of supervisory or administrative experience in either a public works setting or as a professional engineer working with public agencies. Experience in overseeing the development of capital improvement projects is desirable.

License:

Must possess or be able to obtain, prior to the end of the probationary period, registration as a Professional Engineer in the State of California. Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a Water Distribution Operator III level certification as issued by the State of California or obtain such certification within a time period specified by the City. Such certification must be maintained during employment.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect various City infrastructure, development and meeting sites and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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Former Titles:

Abolished: