



## City of Larkspur

# DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

### **DEFINITION**

Under direction of the City Manager, the Director of Public Works plans, organizes, administers, reviews, and evaluates all the functions of the Department of Public Works/Engineering to serve the community of Larkspur.

### **DISTINGUISHING CHARACTERISTICS**

This is a department director level class responsible for planning, directing and obtaining resources for all operations and programs of the Department of Public Works/ Engineering. The Building and Planning Director exercises significant discretion, within legal and general policy and regulatory guidelines, and independently develops and implements departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The Incumbent ensures that long- and short-range planning and goals and activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Public Works/Engineering reports to the City Manager. The Director provides direct supervision to the staff of the Engineering Division, and works through the Superintendent of Public Works to provide supervision to the staff of the Maintenance Division. At times, the Director may provide functional input to professional, technical, and clerical staff members in other departments, and to consultants retained by the City.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES***(include but are not limited to the following)*

- Develop and execute short- and long-range projects and strategic plans
- Advise City Manager on engineering and public works issues
- Pursue professional development in the field of public works; study emerging trends; make recommendations for future planning
- Oversee preparation of plans, specifications, estimates and contracts
- Coordinate preparation of Departmental operating budget and Capital Improvement Budget

- Prepare reports on progress or completion of public works construction and repair projects
- Direct negotiations of public lands and right-of-way
- Exercise leadership in management of public works employees, including selection, professional development, supervision, review and evaluation, and discipline
- Manage project, workload and department priorities
- Oversee procurement of services and administration of service contracts
- Enforce ordinances and laws related to specific projects
- Collaborate with other municipal officials and with regional agencies, contractors and government regulatory agencies
- Act as chair, member, or advisor to City committees
- Represent the City and the Department before the public
- Resolve human resources issues and organizational conflict

## **REQUIREMENTS**

### **Knowledge of**

- Knowledge of organization and function of city government and public agencies, including the role of elected officials and appointed Boards, commissions, and committees
- Comprehensive knowledge of laws, rules and regulations related to design and construction of engineering projects and public works administration
- Knowledge of the Brown Act
- Knowledge of organizational policies and procedures as they relate to Department functions.
- Knowledge of service needs, issues, and culture of Larkspur community
- Knowledge of current trends in public works field
- Comprehensive knowledge of civil engineering and project management principles and practices used in the delivery of public works services
- Knowledge of budget preparation and administration practices
- Knowledge of contract negotiations and administration practices
- Knowledge of program planning, review, and evaluation techniques
- Knowledge of practices and techniques of administrative and financial record keeping and report preparation
- Knowledge of computerized information systems typically used in public works and engineering applications
- Knowledge of organizational structure, workflow, operating procedures and personnel management

### **Skill and Ability to**

- Ability to effectively represent the City when meeting with officials, private contractors, and representatives of agencies, and in public meetings; and to establish collaborative relationships
- Skill in identifying, obtaining and organizing public works and civil engineering resources
- Ability to select, manage, develop, and train assigned staff
- Ability to adjust to changes in workload and assignments and to meet deadlines under pressure.
- Skill in analyzing information logically and creatively to identify problems, draw valid conclusions, and develop effective solutions to engineering problems
- Skill in understanding, interpreting and applying principles, laws, rules, regulations, and policies and procedures pertaining to public works and engineering projects
- Skill in exercising sound independent judgment
- Ability to speak and write effectively, adjusting style, method, and information as appropriate for the knowledge base of the target audience
- Proficient in the use of Microsoft Office suite; competence with databases
- Ability to learn and utilize new technology
- Ability to monitor and maintain quality control standards
- Skill in planning, organizing and directing the operations of the Department
- Skill in applying strong ethical, professional, and service-oriented leadership

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to the management of municipal public works and engineering activities to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent in civil engineering, or a related field
- At least 5 years of increasingly responsible experience in engineering work in a public sector setting including two years of experience in a management/supervisory role

In addition, qualified candidates must:

- Possess a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers
- Possess a valid California Driver's License at the time of appointment

### **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The incumbent will occasionally be required to climb or balance or crawl.

- While performing the duties of this job, the incumbent is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The incumbent must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
- The incumbent is frequently exposed to outdoor weather conditions.
- The noise level in the work environment is occasionally moderately loud.
- The incumbent may be required to work unusual hours, i.e., to attend meetings outside of normal working hours.

*OTHER:*

*FLSA Status: Exempt - Executive*

*Bargaining Unit: Unrepresented Management*