



CITY OF CALEXICO

CLASS TITLE: PUBLIC WORKS DIRECTOR/CITY ENGINEER

MONTHLY SALARY: \$9,541 - \$11,597

RANGE: G-69

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, direct and control the activities of the Public Works Department; direct maintenance and operations of Calexico's public facilities and buildings including water treatment and distribution systems, wastewater treatment and collection systems, Capital Improvement Plan design and construction, streets, parkways & parks maintenance and repairs, traffic engineering, sanitation, storm drains & detention basins, vehicle/fleet support & maintenance, transit services and support, municipal airport and City shop; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume full management responsibilities for all Public Works Department services and activities to Calexico's public facilities and buildings including water treatment and distribution systems, wastewater treatment and collection systems, Capital Improvement Plan design and construction, streets & parks maintenance and repairs, traffic engineering, sanitation, storm drains & detention basin, fleet support & maintenance, transit services and support, municipal airport and City shop.

Plan, organize, direct, and control the programs, projects, services, and operations of the Public Works department to optimize departmental efficiency and effectiveness; monitor the activities and operations of the Engineering Department.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

Provide overall direction and technical expertise, information and assistance to department staff, contractors, and City management regarding assigned areas.

Assure the Public Works Department and project teams have appropriate and sufficient tools, equipment, and materials to conduct and complete projects.

Prepare and write grants for a variety of long and short-term public works maintenance and construction projects, including water treatment plan, water distribution system/sewage collection, airport, streets, economic development agency and others as assigned.

Supervise project developments; review projects and engineering construction plans; modify projects and priorities as needed to respond to changes in departmental demands; coordinate and schedule assignments.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to department activities and issues; review regulatory agency reports and respond as needed.

Develop and prepare the annual preliminary budget for various divisions within the Public Works Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop, prepare, and administer/implement the annual Capital Improvement Plan (CIP) in compliance with established engineering practices.

Represent the Department at meetings with other departments, cities, and agencies; develop and deliver oral and written reports, recommendations and other presentations to the City Council, citizen groups, committees, and agencies; attend various conferences.

Communicate with City administrators, contractors, State and federal agencies and citizens to coordinate department activities and programs, to resolve issues and conflicts, and to exchange information.

Operate a variety of standard office equipment including a personal computer; drive a vehicle to various locations to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Engineering and design principles and standards.

Planning, organization, and direction of the Public Works department.

Budget development and control.

Grant application and grant writing techniques.

Principles and practices of administration, supervision, and training.

Policies and objectives of the department's programs and activities.

Applicable laws, codes, regulations, policies, and procedures related to department activities, services, and projects.

Technical record-keeping techniques and requirements.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, direct, and control the programs, projects, services, and operations of the

Department.

Train, supervise and evaluate the performance of assigned personnel.

Prioritize and schedule work.

Inspect projects in progress and upon completion to assure compliance with specification, timelines, and safety standards.

Develop, monitor, and control the Department's annual plan and budget.

Develop, monitor, and control the City's CIP.

Interpret, apply, explain, and enforce rules, regulations, policies, and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Direct and participate in the preparation maintenance of a variety of comprehensive, narrative, statistical, and financial reports, and files.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Establish and maintain effective working relationships with others.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

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

1. Training: Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, business administration, or closely related field;
2. Experience: Five years of increasingly responsible experience in public works management, engineering, and project management, including two years in a supervisory capacity;
3. Licenses or Certificates: Possession of valid California Professional Engineer License (P.E) and valid California Driver's License is required; State certifications for water/wastewater treatment plant operations, maintenance and distribution is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect work and read a variety of materials.

Hearing and speaking to exchange information and make presentations.