

**CITY OF MILL VALLEY
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

DEFINITION

Oversees and directs all Public Works programs for the City including capital improvements, maintenance of City owned facilities and engineering services. City owned facilities include streets, parks, buildings and fleet. Engineering services include traffic engineering, review of private development, flood control, wastewater collection and treatment and other related services.

SUPERVISION EXERCISED AND RECEIVED

Receives general administrative direction from the City Manager. Exercises general direction to professional, supervisory and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plans, organizes, and supervises professional engineering work in the design and construction of streets, sidewalks, sewer systems, waste water treatment, parks facilities, drainage structures, utilities installation, civic structures, parking facilities and street lights.
- Evaluates the need for, develops plans and schedules for long-range public works programs.
- Organizes available resources for the maintenance, improvement and repair of public works facilities, city equipment and vehicles, and city buildings.
- Confers with the City Manager and various public groups on proposed projects and improvements.
- Works collaboratively and proactively to address issues and solve problems with neighborhood groups and residents.
- Supervises the maintenance of files and records of departmental activities.
- Supervises the preparation of the departmental budget.
- Develops goals and objectives for the department.
- Prepares and presents verbal and oral reports and analysis for City Council and City Staff.
- Participates in meetings of the City Council, Sewerage Agency of Southern Marin, Parks and Recreation Commission, Bicycle and Pedestrian Advisory Committee, homeowners associations and professional associations.
- Coordinates with City Manager and other departments to identify, clarify and implement City policies and procedures, including departmental goals and objectives.
- Oversees the preparation of applications for State and Federal funding to enhance City funded road maintenance works.
- Serves on boards representing the City on matters affecting the City such as JPAs and Coalitions.
- Coordinates with Public Works Directors in other cities on matters of joint concern.
- Evaluates, trains, counsels and disciplines staff.
- Oversees the management of the capital improvement program.
- Conducts investigations and resolves complaints received from the community.

- Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Engineering principles and practices as applied to the field of municipal public works, including planning and development, design and construction, and operation and maintenance.
- Technical legal, financial and public relations problems involved in the conduct of a municipal public works program.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal utilities and proposed public works facilities.
- Federal, State and local laws impacting Public Works.
- Caltrans policies and procedures.
- Principles, practices and trends in public works administration.
- Principles of management.

Ability to:

- Plan, lay-out, coordinate and control through subordinates the work of engineering, operating, inspection and other departmental personnel.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, and City officials.
- Prepare comprehensive and complex technical reports.
- Interpret and apply Federal, State and local laws.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude.
- Coordinate diverse activities of the department.
- Manage a cadre of Public Works professionals and paraprofessionals.

EXPERIENCE AND TRAINING GUIDELINES

Experience and Training:

- 5 years of increasingly responsible civil engineering experience, at least three years in a supervisory capacity. It is preferred that some of this experience has been in municipal or county government.
- Possess Bachelor of Science degree in Civil Engineering from an accredited college or university.

Licenses:

- Registered Civil Engineer in the State of California.
- Possession of or ability to obtain an appropriate valid drivers license issued by the State of California.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to moving mechanical parts, heavy construction equipment and outside weather conditions from time to time. The noise level in the work environment is usually moderate.

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