

CITY OF HEMET

Class Code: 2125
Page 1 of 3

Date Adopted: 02/28/2006
Date Last Revised: New Class

PUBLIC WORKS OPERATIONS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, plans, organizes, and directs the activities of the Public Works Operations Department, including the major divisions of Streets, Refuse, Water, Sewer, Facilities Maintenance, Fleet Maintenance, Parks, and Administration; performs other related duties as required.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Plans, organizes, directs, and coordinates the activities of the Public Works Operations Department through subordinate division managers; develops and implements policies and procedures; reviews recommendations and actions of subordinates; resolves departmental problems.

Represents the Public Works Operations Department before the City Council, boards, commissions, and other governmental bodies on extremely controversial items; recommends and explains Public Works Operations Department policies to the City Administrator, board members, commission members, community groups, and the general public; maintains liaison with federal, state, and local agencies that govern public work activities.

Directs the development and administration of the departmental budget; reviews budget proposals of each division; directs the preparation of reports on the budgetary and staffing requirements of proposed policies and projects.

Selects and evaluates Public Works Operations Department employees through division heads; assigns projects and coordinates work of subordinates; has general accountability for the effectiveness of all operations; takes corrective action on significant employee relations problems.

Develops long-range plans for the Public Works Operations Department, based upon an analysis of the needs and interest of the community, projected future demands, capacity of facilities, and funding opportunities; supervises the development and implementation of capital programs.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing 25 pounds or more is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

KNOWLEDGE AND ABILITIES

Knowledge of policy development and administration of municipal Public Works Operations Department, including streets, recycling, refuse, parks, water, wastewater, facilities, and equipment maintenance; principles of budget administration and fiscal management, including the development and administration of capital programs and preparation of fee schedules; federal, state, and local laws and regulations that govern Public Works activities related to: Engineering, Survey, Streets, Parking, Transportation Planning and Operations, Parks, Water Administration, Environmental Programs, Facilities, Electronic and Vehicle Maintenance; principles of management necessary to direct the Public Works Operations Department and its divisions, including selection, training, supervision, and evaluation of employees and techniques used to motivate subordinate personnel, maintain high employee morale, and promote teamwork; engineering principles and practices as applied to the planning, development, design, construction, operation, and maintenance of Public Works projects; principles and practices of Public Works contract administration; development of construction project plans, reports, recommendations, and grant proposals; principles and practices of modern municipal water and wastewater storage, treatment, distribution, and collection systems.

Ability to plan, organize, direct, and coordinate the activities of the Public Works Operations Department through subordinate division managers; develop and implement policies and procedures; review recommendations and actions of subordinates; resolve departmental problems; effectively present, both orally and in writing, Public Works Operations Department policies, procedures, and issues with clarity and diplomacy to the City Council, boards, commissions, concerned citizens, and community groups. Identify and analyze Public Works Operations Department needs and their relationship to community needs and interests, and develop and implement short and long-range plans and programs to meet those considerations; interview, select, train, and evaluate employees involved in Public Works Operations Department activities; assign projects and coordinate work of subordinates; maintain the effectiveness of all operations; direct the development and administration of the departmental budget; review budget proposals of each division and direct the preparation of reports on budget and staffing requirements of proposed policies and projects.

QUALIFICATIONS GUIDELINES

Experience:

Eight years of recent, continuous, progressively responsible professional public works management experience, including three years at the mid-management/supervisory level in a professional public works organization.

Education:

Bachelor's degree in Public Administration, Civil Engineering, Business Administration or a related field from an accredited college or university.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of a Class C California Driver's License and satisfactory driving record at time of appointment.