

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: PUBLIC WORKS MANAGER
DEVELOPED: JULY 12, 1999
APPROVED: JULY 12, 1999
DEPARTMENT: PUBLIC WORKS

POSITION SUMMARY:

Provides direction to the overall management of public works activities. This includes equipment maintenance and streets, parks, storm drain, water treatment and waste water treatment systems. Prepares written reports for the City Manager and City Council and other agencies. Makes presentations to the City Council and other agencies and attends area public works meetings.

REPORTING RELATIONSHIPS:

The Public Works Manager reports to the City Manager from whom general policy direction is received. This position will provide direction to the Public Works Supervisor. The Public Works Manager is an at-will position and is not included within the City's personnel system. This position is included in the Memorandum of Understanding for management staff.

EXAMPLES OF RESPONSIBILITIES:

Through the Public Works Supervisor, the Public Works Manager is responsible for the efficiency of all public works operations. This includes preparing and approving goals and objectives and performance measures and providing follow-up to ensure that those goals and objectives are being met. Reviews employee evaluations for proper levels of performance and works with Supervisor to increase performance where necessary; takes disciplinary action when needed. Provides direction and assists in developing and maintaining training programs.

This position ensures compliance with safety policies and laws. Is a member of the City's Emergency Operations Center and ensures that the public works element is up-to-date and fully operational.

Prepares the Public Works budget; including the capital improvement budget. Takes the necessary action to make sure all public works activities are within budget. Explores alternative approaches to achieve goals and objectives in a more efficient and cost effective way.

Seeks grants for public works and other activities, writes grant applications and performs proper follow-up. Prepares detailed written reports to the City Manager and City Council including technical reports describing public works/engineering/construction and other projects and proposed projects. Provides recommendation and professional opinions to the City Manager, City Council and various commissions and committees. May serve as staff to a commission.

This position will prepare certain design and engineering plans and contract out as needed. Will review all plans prepared by consultants including engineering plans, specifications and building plans. Oversees public works construction projects for adherence to plans and cost estimates. Evaluates change orders for proper justification and recommends approval or denial to City Manager and City Council. This position will work closely with other department heads to assist with grants building projects and other public works related activities. Attends staff meetings.

This position will represent the City at project and professional meetings including meetings with city, county, regional, special district meetings and with state and federal agencies. Will be the City's representative on area boards and committees normally comprised of public works officials. Attends other meetings as assigned.

The above duties and responsibilities are provided as examples of the types of work to be performed by the person assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATION GUIDELINES:

Education: Graduation from an accredited university or college with a Bachelor's degree in engineering, business administration, public administration or related field.

Experience: Five (5) years of progressively responsible experience in project management, construction management, design and engineering work, operations management, subdivision, surveying and in making written and verbal presentations. Some familiarity and experience with public works is desirable. Additional years of experience can be substituted for the required education on a year for year basis.

Ability: Must have the ability to successfully carry out the duties and responsibilities as described in that section.

Special skills and requirements: Must possess a valid California Class C driver's license and be able to use a computer in preparing reports.