



# CITY OF CHINO

## Director of Public Works

### **Definition:**

Under administrative direction, plans, directs, and coordinates municipal engineering services and performs related work as assigned.

### **Class Characteristics:**

The Director of Public Works is responsible for the development and administration of programs designed to address primary areas of City service. He/she is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Director of Public Works must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

### **Essential Functions:**

- Plan, direct, and coordinate Department services; ensure services are provided according to federal and state laws, ordinances, rules, and regulations.
- Establish policies and procedures relating to Department activities; ensure policies are administered equitably.
- Prepare and direct the administration of the Department budget; prepare and present complex reports regarding public works projects.
- Guide the development of comprehensive plans to satisfy future needs for Department services, which involve assessment of needed construction or repair of City infrastructure and other related Department services.
- Advise, and otherwise provide assistance to, the City Council, City Manager, other City personnel, and the public regarding issues related to Public Works services and activities.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; and execute disciplinary action.
- Represent Public Works, or delegate such authority, in relations with the community, advisory committees, local, state, and federal agencies, other public works agencies, and professional organizations; schedule public hearings and lead discussions regarding proposed public works projects.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

**Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

**Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in civil engineering, public administration, or a related field.
- Master's degree in civil engineering, public administration, or a related field (highly desirable).

**Experience:**

- Five years of progressively responsible administrative experience in municipal engineering services, including the functions of public works planning, engineering, traffic/transportation systems, maintenance and construction, and utilities and public works programs.
- Five years of supervisory experience at the mid-management level or above.

**Extensive knowledge of:**

- Principles, practices, and techniques of public works planning, engineering, maintenance and construction, including fleet, streets, grounds, and utilities maintenance programs.
- Laws, ordinances, rules, and regulations regarding local government operations related to municipal engineering services and public works programs.
- Principles and practices of supervision and disciplinary processes.

**Thorough knowledge of:**

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications in a public agency.

**Considerable knowledge of:**

- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.

**Ability to:**

- Plan, organize, and coordinate Department activities.
- Research, prepare, and present complex reports on a variety of subjects.
- Plan and enforce a balanced budget.

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- Communicate clearly and concisely both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective relationships with the community at-large, the City Council, other City Departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Select, train, supervise, and evaluate employees.
- Understand, explain, and apply policies and procedures.
- Deal tactfully and courteously with internal and external customers.
- Interpret complex regulations, laws, and guidelines.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Develop new policies impacting Department operations/procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

### **Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Possess a certificate of registration as a Civil Engineer or Traffic Engineer issued by the California State Board of Registration for Professional Engineers.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile:**

Category I; 7.

Link to description [here](#)

### **Employee Unit:**

Executive Management

Revised: 8/1/07

Replacing Director of Public Works classification specification (undated).

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