



## PUBLIC SERVICES DIRECTOR

DEPARTMENT: PUBLIC SERVICES  
GRADE 55

### CHARACTERISTICS OF THE CLASS:

Under administrative direction of the City Manager, is responsible for the administration, direction, and supervision of all Public Works Department activities and employees, including Purchasing, Central Stores, and Warehousing functions, streets and right-of-ways, facility maintenance and management, plumbing, carpentry, landscaping, electrical, and air conditioning. Responsibilities include preparing the Department's annual budget, preparing technical reports, estimates, and costs of construction projects, and managing large municipal construction projects. Work is reviewed through conferences and written reports for results obtained.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Administers, directs and supervises the activities of all Public Works activities, including: facility maintenance and management, streets and right-of-ways, purchasing and central storage and construction services.
2. Develops and institutes departmental operating procedures and policies to enhance services provided by department; coordinates the activities of the department with municipal programs; develops and monitors short and long range goals and programs; assesses public needs.
3. Develops, reviews, and approves plans; prepares maintenance specifications and cost estimates; schedules, directs, and reviews the work in the maintenance, construction and repair of municipal streets, grounds, facilities, other City property, and related equipment and vehicles.
4. Prepares department budget; controls expenditures; recommends staffing levels; purchases of major items, and equipment; advises the City Manager on overall needs and department operations; reviews and administers personnel actions.
5. Directs hiring, staff development, evaluation and supervision of department personnel; prioritizes departmental capital projects and special activities.
6. Acts as technical advisor and works in close cooperation with other department directors and advisory boards.
7. Administers contracts for the City garage, grounds maintenance, road construction, and golf course maintenance.
8. Conducts research and special studies for City Manager, prepares reports, and presents findings and recommendations.
9. Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Works.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

Bachelor's Degree in engineering, construction, or a closely related field, from an accredited college or university; supplemented by five (5) years of progressively responsible experience in a public works organization; or an equivalent combination of training and experience. A Master's Degree is preferred.

**B. Knowledge, Abilities, and Skills:**

Knowledge of professional public works engineering as applied to the design and construction of streets, and public facilities.

Knowledge of the principles, practices, techniques, and equipment used in modern public works projects' administration.

Knowledge of the laws and regulations applicable to the construction and maintenance methods, materials, and equipment used in municipal public works.

Knowledge of the principles and practices of organization and management, budgeting and funds control, and personnel management, administration and governmental purchasing.

Knowledge of methods for utility installations and right-of-way regulations for all types of utilities, both underground and overhead.

Knowledge of construction/labor methods, particularly in maintenance activities such as grading, drainage, landscaping, paving, building and cleaning.

Ability to read, understand, and review site plans to determine compliance with drainage, utility, and other requirements.

Ability to plan, prepare specifications, and supervise maintenance of a wide range of municipal facilities and improvements.

Ability to prepare written reports and make presentations advising the City Manager and other City officials on proposed and ongoing projects.

Ability to establish and maintain effective working relationships with City officials, fellow employees, subordinates, public agencies, and the general public.

Ability to plan, organize, and coordinate public works functions.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to communicate effectively, orally and in writing.

- C. **Physical Requirements: 2**
- D. **Environmental Requirements: 2**
- E. **Sensory Requirements: 8, 9**