



Exhibit A

CITY OF PETALUMA CLASS SPECIFICATION

Date: 8/5/2024
Job Class: 08 DRPW

Director of Public Works

Summary

Direct, manage, oversee, and integrate the activities and operations of the Public Works Department, including engineering, development engineering, streets operations, fleet, streetlights, Right-of-Way landscape maintenance and operations, capital improvement program planning and implementation, traffic engineering and planning, floodplain administration, local transit, marina, and airport operations; coordinate assigned activities with other departments and outside agencies; foster cooperative working relationships with community groups, intergovernmental agencies and City staff; and provide highly responsible and complex administrative support to the City Manager.

Class Characteristics

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff. The Director must work well with the City Manager, the Water Resources and Utilities Director, and other department directors, neighboring cities, and a variety of other local and regional entities.

This class is a department director with responsibility for overall policy development, program planning, fiscal management, and general administrative and operational direction of divisions within the functional areas assigned. The incumbent is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Direct, manage, oversee, and integrate all Public Works Department services and activities, including engineering, development engineering, streets operations, fleet, streetlights, Right-of-Way landscape maintenance and operations, capital improvement program planning and implementation, traffic engineering and planning, floodplain administration, and local transit, marina, and airport operations.

Develop, plan, and implement department goals, objectives, policies, procedures, and priorities; oversee short and long term planning.

Manage and participate in the development and administration of the operations and capital improvement program budget and Public Works Department budget, including sourcing of funding; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparing of and implement budgetary adjustments as necessary.

Coordinate Public Works Department activities with those of other departments, outside agencies, and organizations.

Direct, oversee, and participate in the development of the Public Works Department work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Direct, review, and approve plans and specifications, designs, environmental documents, and reports; oversee and review the engineering, design, construction, operation, maintenance, and rehabilitation of public improvements, including streets, traffic, buildings, streetlights, and regional transportation activities, fleet maintenance, airport, transit, and marina.

Develop and maintain overall policies, capital and facility work plans, and identify potential alternative funding sources for maintaining and implementing programs and projects.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Provide oversight and management of public works programs and functions.

Direct and confer with managers to review current and proposed projects, work schedules, organizational, and personnel issues.

Oversee the development and ensure proper implementation and progress of capital improvement projects.

Conduct community outreach relative to public works projects and initiatives as necessary.

Direct and participate in the development of financial plans and proposals and funding options for programs such as street restoration and maintenance.

Oversee revenue management and development of new revenues and grants.

Direct and participate in the preparation of technical and administrative reports; provide administrative assistance to the City Manager and City Council; present reports and other necessary correspondence.

Respond to and resolve difficult and sensitive complaints and inquiries from the public and represent the City on all issues related to assigned areas of responsibility.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees providing technical assistance as necessary.

Serve as a member of management committees on special studies.

Perform related duties as assigned.

Skills/Abilities:

Direct, manage, and oversee the administration and operations of the Public Works Department.

Direct, review, and approve plans, specifications, and designs.

Manage contracts, fiscal planning and projections, and grants acquisition and compliance.

Prepare and administer department budget.

Develop and implement department goals, objectives, policies, procedures, work standards, and internal controls.

Plan, organize, direct, and coordinate the work of staff.

Select, supervise, train, and evaluate assigned staff.

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Interpret, explain, and apply the federal, state, local, City, and department policies, procedures, laws, rules, and regulations pertaining to public works services.

Prepare clear, concise, and comprehensive technical reports, correspondence, business and engineering economic cost analyses, and other written materials.

Read and interpret technical and financial reports and data and integrate into decision making.

Present proposals and recommendations clearly and logically in public meetings.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research and analyze new service delivery methods and procedures.

Exercise sound, independent judgment within established guidelines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

Employee is regularly required to sit at desk and in meetings during the day and evenings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.

Qualifications

Knowledge of:

Principles and practices of public works systems and services, operations, engineering, airports, marinas, transit systems, and property management and leases.

Operational characteristics and best practices of comprehensive municipal public works programs and activities.

Federal, state, local, and department regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines governing the administration of public works functions and activities.

Principles and practices of public administration, including finance and infrastructure finance, budgeting, purchasing, and personnel management.

Principles and practices of governmental construction projects and programs and contract negotiations and administration.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software

applications such as word processing, spreadsheets, CAD, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in civil engineering or a related field. A Master's degree with major course work in a related field is desirable.

Experience:

Seven years of progressively responsible and professional experience in the management of public works; public utilities experience is desirable.

At the City's sole discretion, a combination of educational and specialized professional experience sufficient to demonstrate possession of the knowledge, skills, and abilities required for the position may be substituted for the required minimums.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Registration as a Professional Civil Engineer in the State of California.

Past or current participation in American Public Works Association (APWA) is desirable, including registration for and completion of courses contained in the Public Works Institute Learning Model.

Established: 03/07/11

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Revised: 6/21/2021; 8/5/2024

Department: Public Works

FLSA Status: Exempt