

CITY OF LOMA LINDA

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under general direction, plans, organizes, and directs municipal public works; develops and directs the implementation of policies and procedures to effectuate departmental programs; develops and administers the department budget; participates in staff meetings and activities of the City's management team; represents the department on issues related to activities of the department, including the making of presentations to the City Council; performs related duties as required.

EXAMPLES OF DUTIES

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

1. Establishes policies and procedures relating to department activities; ensures that policies are administered in accordance with policy intent.
2. Plans, directs, and coordinates department services, including the development, construction, and maintenance of streets and public facilities, water and sewer services, parkway and street light maintenance, parks, and equipment maintenance; ensures that services are provided in compliance with federal and state laws, ordinances, rules, and regulations.
3. Prepares and directs administration of the department budget; prepares and presents reports of a complex nature regarding public works projects.
4. Guides 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.
5. Develops, negotiates, and administers contracts for the provision of engineering and other services pertaining to public works; compiles estimates, contract provisions, and contract specifications.
6. Advises, and otherwise provides assistance to the City Council, City Manager, other City personnel, and the public regarding issues related to public works and activities.
7. Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
8. Represents the City or delegates such authority in relations with the community, advisory

committees, local, state, and federal agencies, other public works agencies, and professional organizations; schedules public hearings and leads discussions regarding proposed public works projects.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four year college curriculum with major work in civil engineering, public administration, or a related field; and five years of progressively responsible management and administrative experience, which involved the construction and maintenance of public facilities and services, including engineering functions.

Knowledge, Skills and Abilities

Thorough knowledge of municipal public works planning, maintenance and construction; fleet, streets, grounds, and utilities maintenance programs; municipal organization, administration, and budgeting; principles and practices of supervision; technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction; techniques and methods of preparing designs, plans, specifications, estimates, and reports for proposed municipal facilities. Ability to plan, organize, and direct the public works activities; oversee and direct consulting engineers effectively; prepare and present reports; establish and maintain effective and cooperative working relationships; communicate effectively both verbally and in writing; develop comprehensive plans to satisfy future needs for department services; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of, or the ability to obtain, a valid Class C California driver's license, and the maintenance of a satisfactory driving record.

Incumbents must successfully pass a medical examination and drug screen at time of appointment.