



## JOB DESCRIPTION

### Public Works Manager

**Date Prepared:** July, 2014

**SUMMARY:** Under limited supervision, plans, organizes, coordinates, and directs the work of the Public Works Department's maintenance division(s).

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plans, organize, coordinate, direct, and train subordinate staff in the daily operations of a division(s) within Public Works.
- Utilize automated programs to communicate internally and externally.
- Record documents.
- Manage projects and schedule and meetings.
- Work independently under established policies, procedures, and safety regulations and guidelines.
- Oversee and assist in the preparation and monitoring of annual operating budgets.
- Review and approve expenditures.
- Review invoices, project estimates/bids, contracts, project cost projections, and state cost accounting code policies.
- Visit job sites to review progress and work quality.
- Ensure safe working practices are followed.
- Review maintenance crew activity schedules, approve leave requests and review and approve time sheets.
- Review policies and procedures and provide recommendations.
- Compile information and write reports for various state and federal agencies.
- Read and interpret plans, blue prints, specifications, and manuals.
- Ensure enforcement and compliance with various codes.
- Review, comment, and provide recommendations regarding pre-submittal plans, engineering designs, contract documents, bid results, service proposals, and case files.
- Oversee, reviews, and edits grant applications prior to submittal.
- Investigate, resolve, address and/or responds to issues, complaints or inquiries from the public, external agencies or within the City.
- Respond to requests for service or assistance.
- Coordinate activities of the division(s) with the general public, contractors, regulatory agencies, consultants, external public agencies and special interest groups.
- Supervise subordinate staff, set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or disciplines employees.
- Provide staff with tactical and strategic directions.

- Provide coordination of activities between divisions and departments.
- Represent the department at various public meetings and events and organizations for which the City has a vested interest or is a member entity.
- Respond to afterhours emergencies on a 24/7 basis.
- Maintain confidentiality of work-related issues and City information.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Bachelor's degree in Public or Business Administration or a closely related field AND five years professional public works operations experience, INCLUDING three years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration; effective employee supervision; administrative management; contract administration; public works maintenance operations; public finance; project management; strategic planning; asphalt maintenance; traffic control measures and devices; concrete installation; graffiti and weed abatement; landscape maintenance; backflow device inspection and repair; municipal infrastructure; fleet maintenance operations; and federal and state grants.
- Safety practices and procedures.
- Pertinent state and federal laws.

The following are required knowledge dependent upon which division in Public Works the Manager is assigned to:

- Streets, sewer, and storm drainage collection systems
- Railroad maintenance operations.
- FEMA/CalOES reporting requirements.
- Confined space entry requirements.
- Lockout/Tag out regulations.
- Sewer System Management Plan (SSMP) requirements.
- California Integrated Water Quality System (CIWQS) program.
- Natural gas and liquid fuel reporting (per CARB and AQMD requirements).
- Maintaining easements, rights of way, dirt roads, and shoulders.
- DOT/PHMSA requirements.
- Pipeline safety programs (Title 49 CFR Part 190).
- Electrical safety requirements (NFPA 70E).
- Biennial federal mileage reporting requirements.
- Anticipation, recognition, evaluation, control, and communication of occupational hazards for all OEHS disciplines.
- Business Plan requirements per SB-198.
- Underground fuel storage and hazardous materials requirements.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Effectively manage and resolve conflict or dispute among employees.

- Effectively attend to employee or resident complaints.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, vendors, external public and private agencies, academic institutions and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Environment Association (CWEA) Collection System Maintenance Grade IV Certification (Desired).

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Incumbent must have the mobility to visit various job sites on a daily basis. Physical demands are moderate, consisting primarily of sitting, standing, and walking. Must be able to lift 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

\_\_\_\_\_  
Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date