CITY OF FOLSOM

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction, plan, direct, and review the activities, operations, and programs of the Public Works Department including but not limited to Engineering, Streets, Fleet Management, Sewer, Water Treatment, Water Distribution, Solid Waste, and Transit Divisions; and serve as the City Engineer.

SUPERVISION EXERCISED

Exercise direct and indirect supervision to lower level managerial, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Develop, plan, and implement department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager, City Council, commissions, and committees, and prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the department's work plan.
- Assign work activities, projects, and programs.
- Monitor workflow, and review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the Public Works budget.
- Direct the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Monitor and approve expenditures and implement mid-year adjustments.
- Administer the Capital Improvement Program for Public Works infrastructure.
- Administer development Impact Fee and Utility Rate Funds, including program expenditures and fee/rate adjustments.
- Represent the Public Works Department to outside groups and organizations.
- Participate in the collective bargaining process.
- Participate in outside community and professional groups and committees and provide technical assistance as necessary.
- Approve plans and specifications for construction of public works capital improvement projects.

- Review and approve City of Folsom design and procedures manual and construction specifications.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate the performance of subordinate staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles of engineering project management and budget/fiscal program for capital improvement projects.
- Knowledge of management principles and of solid waste, transit, street maintenance, fleet management, water distribution and treatment, sewer, storm drainage, and traffic operations.
- Principles and practices of public administration, and labor/employee relations.
- Pertinent federal, state, and local laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, training, and performance evaluation.
- Make presentations to the City Council and other various community groups.
- Common word processing, spreadsheet, and database software.

Ability to:

- Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Respond to complaints and inquires from customers and regulatory agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply city and department policies, procedures, rules, and regulations.
- Effectively communicate verbally and in writing.
- Prepare and administer a department budget.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Select, train, and evaluate subordinate staff.

Minimum Qualifications:

Education:

A bachelor's degree in civil engineering, public administration, or a closely related field from an accredited college or university.

Experience:
Seven (7) years of full-time experience in public works operations for street engineering, sewer, fleet, or water; five (5) years in an upper level management position, including two (2) years of direct supervisory experience.

License, Certification, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a valid registration as a Professional Civil Engineer issued by the State of California.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: