



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification for Public Works Director

MEETING DATE: November 19, 1997

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Approve class specification for the position of Public Works Director.

BACKGROUND INFORMATION: In preparation for the upcoming appointment of the new Public Works Director in January 1998, the attached class specification has been prepared. The class specification reflects the duties, responsibilities and reporting relationships.

There are no recommended changes in the salary range for this position.

COST: None

Respectfully submitted,

Joanne Narloch, Human Resources Director

Prepared by Mary Ann Turner, Human Resources Analyst II

cc: Richard Prima, City Engineer

APPROVED: _____

H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-193

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION FOR
PUBLIC WORKS DIRECTOR

BE IT RESOLVED, that the Lodi City Council does hereby approve the class specification for the Public Works Director, as shown on Exhibit A, attached hereto and made a part hereof.

Dated: November 19, 1997

I hereby certify that Resolution No. 97-193 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 19, 1997 by the following vote:

AYES: Council Members – Land, Mann, Sieglock, Warner and Pennino
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

CITY OF LODI

November 19, 1997

PUBLIC WORKS DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes, coordinates and directs the programs and activities of the City's Public Works Department; formulates departmental policies, goals and directives; provides expert professional assistance to City management staff on public works matters; performs related work as assigned. Foster cooperative working relationships with citizen groups and other agencies.

DISTINGUISHING CHARACTERISTICS:

This single position class has department level responsibility for overall policy development, program planning, fiscal management and operation of assigned divisions, including Engineering, Streets, Water/Wastewater, Fleet & Facility Maintenance, and Transit. The incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives. The incumbent also serves as City Engineer unless that title is formally assigned to another person.

SUPERVISION EXERCISED AND RECEIVED:

Receives administrative direction from the City Manager.
Exercises general supervision over Public Works Division managers and other professional, technical, and clerical staff.

EXAMPLES OF DUTIES:

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

Develops and directs the implementation of goals, objectives, work standards and departmental administrative policies and procedures; oversees preparation and administration of the department's budget.

Plans, organizes, coordinates and directs, through subordinate supervisors, all public works function's of the City.

Works closely with the City Council, City Manager and other City departments and a variety of public and private organizations including developing programs and implementing projects to solve problems related to public works issues.

Makes interpretation of City regulations and codes and applicable laws and provides technical assistance to staff and commissions.

EXAMPLES OF DUTIES (continued):

- Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Confers with and gives guidance to division managers regarding matters effecting employer-employee relations; provides for the selection, work review and professional development of staff.
- Coordinates the formulation of long-range planning, including financial and capital improvement plans.
- Represents the City and Public Works Department in meeting with public officials, other public agencies and civic groups in order to coordinate, develop an implement projects and programs.
- Directs the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Monitors development related to designated service area, evaluates their impact on City operations and implements policy and procedure improvements.
- Signs subdivision maps and construction plans, parcel maps, and other development related documents.
- Supervises and participates in the development and implementation of the City capital improvement program and budget.
- Maintains departmental awareness of state-of-the-art development in management and the fields of specialty.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee relations.
- Principles and practices of municipal public works administration including civil engineering, traffic engineering, and facilities and vehicle maintenance.
- Engineering standards and legal guidelines for public works projects.
- Applicable city, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles of business computer user applications.
- Potable water treatment and distribution, wastewater collection and treatment, and utilities development.

MINIMUM QUALIFICATIONS(continued):

Ability to:

Plan, organized, administer and coordinate a variety of large and complex public works programs and services.

Plan, organize, assign, direct, review, and evaluate the work of assigned staff.

Select, motivate and evaluate staff and provide for their training and professional development.

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

Analyze complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.

Prepare clear and concise reports, correspondence and other written materials.

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff.

Exercise sound independent judgement within general policy guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Bachelor's degree from a four year college or university with major coursework in engineering or a related field.

Experience:

Four years of supervisory or administrative experience in a major public works setting which has included program planning, development and administration.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.