

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Director of Public Works/City Engineer

**Class Code Number:** 7500

**Position Designation:** Management/Contract

**Division:** PW/Engineering

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### **General Purpose of Position**

The purpose of this position is to plan, organize and provide administrative direction and oversight for all Public Works operations and activities, which include infrastructure engineering, design and construction; streets and traffic control; equipment and infrastructure maintenance and capital improvement projects; and to serve as the City Engineer.

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### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Operations Officer. Exercises general direction over professional, para-professional, supervisory, technical and administrative support staff.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.*

- Administers and directs the activities of the Public Works Department through subordinate division managers; develops and implements policies and procedures; reviews recommendations and actions of subordinates; resolves departmental problems.
- Serves as the City Engineer and as the City's primary representative for engineering matters with other agencies, consultants, developers and contractors.
- Oversees the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Manages and approves engineered plans for all City projects; manages the administration of all major City construction projects; approves construction contract change orders within City guidelines.
- Reviews plans, engineering reports and budget estimates submitted by department staff and consulting engineers.
- Oversees traffic engineering and transportation planning activities; develops local, State and Federal funding sources for such activities.
- Ensures engineering functions and activities adhere to Federal, State and local guidelines, laws and codes.
- Provides for the selection, training, professional development and work evaluation of Department staff; recommends discipline as required; provides policy guidance and interpretation to staff.

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- Confers with and represents the Department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Develops long-range plans for the Public Works/Engineering Department based upon an analysis of the needs and interests of the community, projected future demands, capacity of facilities and funding opportunities.
- Manages and participates in the development and administration of the Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approval of expenditures.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service levels.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs various related essential duties as required.

### **QUALIFICATIONS**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** A Bachelor's degree in civil engineering or a closely related field from an accredited college or university is required.

**Experience:** Six years progressively responsible experience in public works, public utility, or city engineering including three years in a supervisory capacity.

**License/Certificate:** Certificate of Registration as a Professional Civil Engineer in the State of California at time of appointment is required.

Valid Class C California Driver's License required.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

#### **Knowledge of:**

- Modern principles, practices and techniques of public works administration, organization and operation.
- Principles, practices and techniques of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works projects.
- Principles and practices of street and parks maintenance, equipment maintenance, storm drainage systems maintenance, facilities maintenance and capital projects.

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- Principles and practices of Public Works contract administration; development of construction project plans, reports, recommendations and grant proposals.
- Administrative principles and practices, including goal setting, program development and implementation.
- Principles and techniques for evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and concepts of municipal infrastructure maintenance, repair and replacement, including streets, facilities and parks.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Personal computers and applicable software.
- Effective public relations skills.

### **Ability to:**

- Plan, organize, direct and coordinate the activities of the Public Works and Engineering Department through subordinate managers
- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Provide instruction and guidance to staff; promote staff development and motivation; analyze problems that arise in the areas under supervision and recommend solutions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Facilitate group participation and consensus building.
- Deal effectively with contractors, developers, architects, engineers, representatives from public agencies and the general public.
- Analyze a complex issue and develop and implement an appropriate response.
- Effectively apply continuous improvement principles in emphasizing quality customer service.
- Speak to large and small groups; manage meetings effectively.
- Communicate clearly and concisely, both orally and in writing.
- Work independently.

### **Skill to:**

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting or standing. Light lifting (up to 25 lbs.) and walking through and around field sites is occasionally required. This position requires manual manipulation of a keyboard, phone and other standard office machines and the operation of a motor vehicle. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **WORK ENVIRONMENT**

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.