

CITY OF EMERYVILLE
May 2018

DIRECTOR OF PUBLIC WORKS

DEFINITION:

The Director of Public Works is an at-will position under the general direction of the City Manager. The position requires professional project management, environmental compliance and administrative work in planning, organizing and directing activities of the Public Works Department; including Marina, Sewer, and a wide variety of public works projects.

DESCRIPTION:

- 1) Develops and recommends policy to the City Manager and City Council.
- 2) Meets with developers and the public concerning residential, industrial and commercial developments.
- 3) Coordinates with the Development Services to assure the smooth, orderly and timely processing and review to plans and maps.
- 4) Directs and oversees the design, construction, and maintenance of sewer collection, marina facilities, street and storm drainage facilities; as well as other contract documents.
- 5) Coordinates, reviews and approves the work of the City's permanent or contract City Engineer and a wide variety of independent service providers.
- 6) Confers and coordinates with State, County and other public agencies on special engineering and development problems.
- 7) Responsible for ensuring the development and maintenance of accurate records, maps, survey points and data on underground utilities.
- 8) Advises and attends meetings of the City Council and Planning Commission.
- 9) Prepares the Public Works Department and Public Works Capital Projects budget; Identifying and applying for local, state, and federal grants.
- 10) Responsible for the operation of the Public Works Department.
- 11) Does other related work as may be required.
- 12) A valid California Driver's License is required.

QUALIFICATIONS:

Education/Experience:

Graduation from college with a B.S. and/or M.S. Degree in business administration, public administration, planning, architecture, landscape architecture, environmental science, forestry, horticulture, civil, electrical, or mechanical engineering or a field which provide the knowledge and skills required for administrative work in environmental resource management and community affairs. Plus, six (6) years of increasingly responsible experience in a Public Works function or in municipal administration, which includes a minimum of three (3) years of supervisory experience of professional and technical staff.

Knowledge, abilities and skill through knowledge of the principles and practices of civil engineering, public administration, particularly as applicable to transportation management and municipal projects, services and community development; thorough knowledge of design, construction, inspection and operation of municipal marina, sewer and storm drain and street systems. Ability to plan and direct the work of personnel in a manner conducive to effective performance and high morale.