



## JOB DESCRIPTION

### Public Works & Water Director

**Date Prepared:** May, 2019

**SUMMARY:** Under administrative direction, leads, plans, organizes, coordinates and directs the work of the Public Works Department's operations and maintenance divisions. Serves in the absence of the Director of Public Works and Water, as necessary.

**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:*

- Oversee subordinate managers and staff in the daily operations of street maintenance, concrete, sanitary, storm drain, drainage, street sweeping, shoulders, weed abatement, graffiti removal, bus shelters, landscape maintenance, maintenance, fleet services, CNG and gas fueling stations, utility services, wastewater treatment, water quality, water production, meter services, water distribution, warehouse, and transit authority.
- Oversee the preparation and monitoring of annual operating budgets.
- Visit job sites to review progress and work quality; ensure safe working practices are followed.
- Investigate, resolve, address and/or respond 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 divisions with the general public, contractors, regulatory agencies, consultants, external public agencies, and special interest groups.
- Oversee the planning, scheduling, and supervision of assigned staff and equipment; regularly schedules meetings with managers and supervisors.
- Provide staff with tactical and strategic directions; provide coordination of activities between divisions and departments.
- Set work priorities; create work schedules; provide training; conduct performance evaluations; reward and/or discipline employees.
- Represent the Department at various public meetings and events and organizations for which the City has a vested interest or is a member entity.
- Participate in EOC planning; represent the Department during EOC activation.
- Respond to afterhours emergencies on a 24/7 basis.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's degree in Public or Business Administration or a closely related field; AND five years professional infrastructure maintenance and repair 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.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of civil engineering.
- Principles and practices of a municipal infrastructure.
- Principles and practices of public relations.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Research techniques and sources.
- Principles and practices of project management.
- Principles and practices of strategic planning.

### **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.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, vendors, external public and private agencies, boards, districts, businesses, academic institutions, utilities 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.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 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 must have the stamina to work long hours and attend night meetings after regular working hours.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date