

RESOLUTION NO. 49-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING THE JOB DESCRIPTION FOR DIRECTOR OF PUBLIC WORKS/CITY ENGINEER AND DEPUTY DIRECTOR OF PUBLIC WORKS - FIELD SERVICES & ENGINEERING

WHEREAS, the job description and new title for the Director of Public Works/City Engineer has been revised via job analysis and reviewed by staff; and

WHEREAS, the job description and new title for the Deputy Director of Public Works – Field Services and Engineering has been revised via job analysis and reviewed by staff; and

WHEREAS, staff has completed the necessary review to establish the new salary range for the position of Director of Public Works at \$15,341 - \$17,642 per month.

WHEREAS, staff has completed the necessary review to establish the new salary range for the position of Deputy Director of Public Works/City Engineer (Field Services & Engineering) at \$12,699 - \$14,897 per month.

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica that the job descriptions, new titles and salaries listed above is hereby revised and authorized.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 12th day of November 2019, by the following vote:

AYES, Councilmembers: Vaterlaus, Martin, O'Neill, Beckmeyer, Bier.

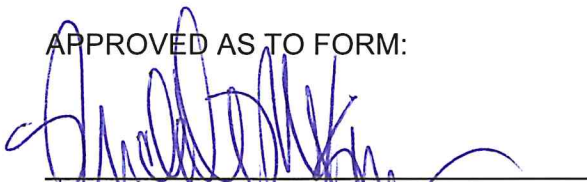
NOES, Councilmembers: None.

ABSENT, Councilmembers: None.

ABSTAIN, Councilmembers: None.


Sue Vaterlaus, Mayor

APPROVED AS TO FORM:


Michelle Marchetta Kenyon, City Attorney

ATTEST:


Sarah Coffey, City Clerk



DIRECTOR OF PUBLIC WORKS

DEFINITION

The Director of Public Works directs and leads the Public Works Department encompassing the Wastewater, Field Services and Engineering Divisions, and performs related work as required by the City Manager.

DISTINGUISHING CHARACTERISTICS

This is a full-time, senior management position that requires significant leadership, administrative, analytical, and technical skills.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the City Manager. Exercises direction and supervision over division heads, professional staff, administrative staff and technical staff members.

ESSENTIAL AND IMPORTANT DUTIES

- Plans, organizes, manages, leads and directs the overall operations of Public Works.
- Leads and supervises the operation, improvements, performance, auditing and budgeting for the Public Works Department.
- Meets with Division Managers and other key department staff to share information, to discuss issues (current, emerging, potential) regarding projects, policies, and programs and to determine priorities and resource management issues on a regular basis.
- Develops preliminary and final reports, studies, plans and programs for proposed projects.
- Reviews proposals, plans and specifications submitted for approval for various private City developments and projects.
- Acts as City liaison with appropriate regulatory agencies, government entities, architects, engineers and contractors.
- Oversees consultants and professionals hired by the City for the purposes of designing and completing public works construction projects and studies.
- Assists the Planning Department with current development issues.
- Responds to questions from the general public including conducting correspondence and attending meetings.
- Provides high-level staff support to City and inter-agency committees, including citizen advisory committees. May serve as on committees as needed.
- Oversees the development and administration of the department's capital and operating budgets.
- Directs the forecast of additional funds needed for construction, staffing, equipment, materials, and supplies.
- Monitors and approves expenditures.
- Understands procurement of equipment and professional services.



- Reviews legislation and ensures compliance with laws, regulations, statutes, and codes that impact Department operations.
- Develops and implements Departmental and City Council policies, goals, and objectives.
- Performs related duties and responsibilities as required and other duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training:

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Public or Business Administration or a closely related field. A graduate degree in Engineering, Public Administration or Business Administration is highly desirable.

Experience:

Ten (10) years of professional experience related to public works administration, operations, or related field that demonstrates an increasing amount of responsibilities, including three (3) years of supervisory experience.

Licenses:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Knowledge of:

- Principles, practices and techniques of public administration, including the operations and functions of municipal government.
- Principles and practices of municipal finance and budgeting.
- Effective leadership techniques and practices.
- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities or building construction projects.
- Engineering and construction management methods.
- Technical, legal, financial and public relations issues involved in the conduct of municipal public works programs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Applicable Federal, state and local laws, legal issues and regulatory codes related to design, construction, operations, maintenance and Subdivision Map Act.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.



Skill/Ability to:

- Prepare and present clear and well-organized written and oral reports to the City Manager, City Council, the public and others as required.
- Provide effective leadership and coordinate the activities of assigned functional areas.
- Establish and maintain effective working relationships with the City Council, staff and the public.
- Analyze complex budgetary, management or operational problems and propose solutions.
- Devise effective and efficient operation methods or procedures.
- Identify opportunities for process improvement and make recommendations to enhance governmental operations.
- Interpret and accurately apply applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Prepare construction contracts and requests for proposal, as well as administer contracts.
- Direct, plan, supervise, schedule and evaluate the work of subordinate staff and engineering projects.
- Develop and implement improvements to systems, organization and operations within the Department.
- Take a proactive approach to customer service issues and hold others within the department accountable for this effort.
- Work in a safe manner following industry best practices and the City's safety practices and procedures in a variety of environments.
- Model and coach others in correct City safety practices and identify, correct and report safety hazards.
- Maintain confidentiality regarding sensitive information.
- Represent the City and the department effectively in contacts with representatives of other agencies and the public.
- Communicate clearly and concisely, both verbally and in writing, which includes preparing clear and concise written reports.
- Work in both an office environment and outdoors, including working in inclement weather and emergency situations.
- Work evenings and weekends, and respond off-hours to various emergency situations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

Adopted Date:

Status: Exempt



Bargaining Unit: N/A – Unrepresented

Revised Dates: 6/2016; 11/2019

Former Titles: Director of Public Works/City Engineer

Abolished:



DEPUTY DIRECTOR OF PUBLIC WORKS/CITY ENGINEER (FIELD SERVICES & ENGINEERING)

DEFINITION

The Deputy Director of Public Works/City Engineer (Field Services & Engineering) performs high-level management, administrative and technical duties in support of Field Services and Engineering; performs related work as required by the Director of Public Works.

DISTINGUISHING CHARACTERISTICS

This is a full-time, high-level management position that requires significant administrative, analytical, and technical skills. This position serves as the City's Engineer and may function as the Director in the absence of the Director.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Director of Public Works. Exercises direction and supervision over professional staff, administrative staff and technical staff members.

ESSENTIAL AND IMPORTANT DUTIES

- Under administrative direction, plans, directs and manages the Field Services Division and Engineering Division.
- Assists the Planning Department with current development issues, complying with zoning ordinances, the Subdivision Map Act and other relevant regulations.
- Reviews and signs subdivision, parcel or record maps.
- Performs advanced professional engineering assignments on a wide range of municipal projects of a complex nature, often serving as the project manager as required.
- Supervises, coordinates and reviews all public works engineering activities, including plan check review of complex private development projects, engineering design, inspection, contract administration, and construction management for Capital Improvement projects.
- Oversees consultants and professionals hired by the City for the purposes of designing and completing public works construction projects and studies.
- Establishes criteria for design, construction and inspection of public works projects.
- Prepares work programs and special engineering studies.
- Reviews and prepares plans and specifications, as well as advertise for bids construction and maintenance projects; accepts or rejects such specifications and bids; verifies computations, plans, specifications, and estimates for public works facility's projects; reviews and signs engineering drawings.
- Conducts negotiations on engineering matters and accepts or rejects change order requests related to contracts.
- Responds to questions from the general public including conducting correspondence and attending meetings.



- Serves as department head in the absence of the director, including attending and participating in City Council, community and board and commission meetings.
- Provides high-level staff support to City and inter-agency committees, including citizen advisory committees. May serve as on committees as needed.
- Supervises and participates in the development and administration of the department's capital and operating budgets.
- Directs the forecast of additional funds needed for construction, staffing, equipment, materials, and supplies.
- Monitors and approves expenditures.
- Understands procurement of equipment and professional services.
- Prepares and monitors Division budgets.
- Recommends and assists in development and implementation of Departmental and City Council policies, goals and objectives.
- Performs related duties and responsibilities as required and other duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training:

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a closely related field. A graduate degree in Engineering, Public Administration or Business Administration is highly desirable.

Experience:

Seven (7) years of professional civil engineering experience involving design, plan checking, project management and construction management that demonstrates an increasing amount of responsibilities. Municipal professional engineering and supervisory experience is highly desirable.

Licenses:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Possession of a valid license as a registered Civil Engineer issued by the California State Department of Registration for Engineers is required at time of appointment.

Knowledge of:

- Principles, methods and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, trails, parks, storm drainage facilities, seawall, pier, traffic and construction projects.



- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities or building construction projects.
- Design principles, strengths of materials, principles of mechanical, electrical and structural engineering and surveying as they apply to the design of public works structures.
- Engineering and construction management methods.
- Technical, legal, financial and public relations issues involved in the conduct of municipal public works programs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Applicable Federal, state and local laws, legal issues and regulatory codes related to design, construction, operations, maintenance and Subdivision Map Act.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.

Skill/Ability to:

- Review and certify engineering estimates, plans, drawings and specifications.
- Perform difficult engineering work in design and construction of public works facilities.
- Interpret and accurately apply applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Prepare construction contracts and requests for proposal, as well as administer contracts.
- Direct, plan, supervise, schedule and evaluate the work of subordinate staff and engineering projects.
- Develop and implement improvements to systems, organization, and operations within the Department.
- Take a proactive approach to customer service issues and hold others within the department accountable for this effort.
- Work in a safe manner following industry best practices and the City's safety practices and procedures in a variety of environments.
- Model and coach others in correct City safety practices and identify, correct and report safety hazards.
- Maintain confidentiality regarding sensitive information.
- Represent the City and the department effectively in contacts with representatives of other agencies and the public.
- Communicate clearly and concisely, both verbally and in writing; preparing clear and concise written reports.
- Apply computer programs related to the work, including presentation, project management, GIS, and data management applications, using a personal computer, the Internet and other engineering technological resources.



- Work in both an office environment and outdoors, including working in inclement weather and emergency situations.
- Work evenings and weekends, and respond off-hours to various emergency situations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

Adopted Date:

Status: Exempt

Bargaining Unit: N/A – Unrepresented

Revised Dates: 6/2016; 11/2019

Former Titles: Deputy Director of Public Works – Field Services and Engineering

Abolished: