

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**PUBLIC WORKS DIRECTOR  
April 2019**

**DEFINITION**

Under administrative direction, plans, organizes, performs, and directs the activities of the Public Works Department, including Engineering, Utilities, Pollution Control Plant, and Parks. Develops, implements, and evaluates department goals, objectives, policies, and procedures.

**DISTINGUISHING CHARACTERISTICS**

Public Works Director is an executive management position requiring significant administrative, analytical, and technical skills and knowledge. This position is responsible for the oversight and management of the Public Works Department. As a Department Head, an incumbent may also be assigned to serve as Deputy City Manager in addition to their role as Public Works Director.

**SUPERVISION EXERCISED AND RECEIVED**

Reports to the City Manager. Provides leadership and oversight to the Engineering, Utilities, Water Pollution Control Plant, and Park Departments, and administrative staff.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Plans, directs, and organizes activities and provides leadership to the Public Works Department; develops, plans, and implements department goals and objectives;
- Reviews and evaluates work products, methods, and engineering plans for both CIP and private developments;
- Supervises and participates in the development and administration of the Public Works budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors expenditures; and implements adjustments;
- Works with internal counsel for the update of policies and procedures;
- Presents technical information and recommends action to City Council;
- Represents the department to outside groups and organizations; participates in outside community and professional groups; coordinates activities with internal departmental divisions and external agencies;
- Oversees the operations and activities of assigned divisions and staff;
- Assumes the duties of the Deputy City Manager as assigned; and
- Performs related duties as assigned.

**JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles and practices of civil engineering as applied to public works; Federal, State, and local laws and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; budget preparation and administration; principles of supervision and training.

**Ability to:** Plan, direct, and control the administration and operations of the Public Works department;

analyze budget and technical reports; strategize and solve problems; supervise the performance of assigned personnel; communicate effectively, both orally and in writing; effectively present information to and participate in discussions with the City Council, City Manager, citizen groups, individuals, and others on departmental issues; establish and maintain cooperative and effective working relationships with others.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** Bachelor's degree in civil engineering, public administration, or related field. A Master's degree in a related field is highly desirable.

**Experience:** Six (6) years of responsible experience in department director level capacity with a background in public works engineering or a related field; including at least three (3) years in a management capacity. Previous municipal experience is highly desirable.

**Licenses:** Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

## **SPECIAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, and perform duties in rough terrain and around construction excavations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.