



Public Works Director

City of Guadalupe

DEFINITION:

Under administrative direction, plans, manages, organizes, and provides administrative direction and oversight for all functions and activities of the public works, and utilities functions. These include maintenance and operations of water, wastewater, streets, storm drainage, solid waste, parks and facilities, transportation, and capital improvements, including design, engineering, and construction activities, water quality and environmental compliance, traffic, and development and implementation of the City's capital improvement program; provides highly responsible and complex professional assistance to the City Administrator in areas of expertise; and performs related work as required.

ESSENTIAL FUNCTIONS:

The City reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures the City is in compliance with all current requirements established by regional, state, and federal regulatory agencies.
- Plans, organizes, directs, and reviews the work of direct reports and their subordinates, involved in the maintenance and repair of City streets, storm and sanitary sewers, water production and distribution facilities, parks, and facilities, as required; selects personnel and provides for their training and development; evaluates and reviews work for acceptability and conformance with department standards,
- Oversees to ensure that the utilities operations are run in a safe, reliable, and economic manner; contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Develops, plans, organizes, and implements a long-term Capital Improvement Plan (CIP) and plans for future development of the community.
- Reviews the designs, materials and processes proposed in connection with new construction or major repairs for City facilities and capital improvements.
- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plan specifications and budgets and in a timely manner.

ESSENTIAL FUNCTIONS (cont'd):

- **Assists in the development and administers the Department's overall budgets; oversees and completes the preparation, submission, and implementation of all budgets for equipment maintenance, water, wastewater, streets operations, and parks and facilities maintenance; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for various functions.**
- **Confers with engineers, developers, architects, and a variety of outside agencies and the general public to identify external resources in acquiring information and coordination of engineering, public works, utilities, and related matters.**
- **Oversees the management of a variety of design, construction, and maintenance contracts and contractors to ensure compliance with performance and cost agreements. coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.**
- **Administers the subdivision approval process including improvement plans, tract maps, parcel maps, and development reviews.**
- **Participates in and makes presentations to the City Council and a variety of committees, boards, and commissions; represents the community at various regional government meetings regarding areas of responsibility; monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.**

KNOWLEDGE/SKILLS:

- **Engineering principles and practices as applied to the field of municipal public works, including planning and development, design, construction, operations, and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.**
- **Principles and practices of program and budget development, administration, and evaluation.**
- **Design and construction of water and wastewater systems and modern processes involved in water and wastewater treatment and distribution.**
- **Federal, state, and local laws, codes, rules, and regulations pertinent to public works, engineering, and utilities functions.**

KNOWLEDGE/SKILLS (cont'd)

- Administrative principles and practices, including goal setting, program development, implementation, risk management and employee supervision.
- Principles and terminology of water production and distribution, water treatment and disposal, and practices of public facility construction and maintenance in a municipal setting.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Computer applications related to assigned functions.
- Excellent verbal, written, and interpersonal skills.
- Principles and practices of exemplary customer service.

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Engineering, Public Administration, Business Administration, or Environmental Engineering.
- Seven (7) plus years progressively responsible experience in public works, engineering, and utility operations, including at least four years of which must be in a supervisory or management capacity, or a combination of education and experience.
- Possession of a valid California driver's license and a clean driving record.

SALARY & BENEFITS

BI-WEEKLY SALARY: Minimum: \$4,332.96 – Maximum: \$5,806.85

ANNUAL SALARY: Minimum: \$112,657 – Maximum: \$150,978

BENEFITS: Vacation, Sick Leave, Holidays, Administrative Leave. Medical/Dental/
Vision/Life Insurance. Deferred Comp Plans, CalPERS Retirement

APPLICATION PROCESS

Download the application from our website at www.cityofguadalupe.org and email to: sestrada@ci.guadalupe.ca.us

DEADLINE: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER