



**TOWN OF YOUNTVILLE  
JOB DESCRIPTION**

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**PUBLIC WORKS DIRECTOR**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

**GENERAL PURPOSE**

Performs complex supervisory, administrative and professional work in planning, organizing and directing the various operations of the Public Works Department, including environmental, water, wastewater, traffic control, equipment maintenance facility, engineering operations and permit process, development review and other public works projects and programs; to coordinate assigned activities with Town departments, outside consultants and outside agencies; to provide highly responsible and complex administrative support to the Town Manager's Office; and to act as a member of the Town's management team.

If a licensed Professional Engineer in the State of California, may be designated as Town Engineer.

**SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Town Manager.

**SUPERVISION EXERCISED**

Exercises administrative direction over the Public Works department staff including Public Works Supervisor/Manager, Wastewater Treatment Plant Supervisor/Manager, contracted engineering operations and indirect supervision over clerical, administrative, Public Works maintenance and professional staff as assigned. Provides management direction and support to contracted Town Engineer consultant or firm. This is a Fair Labor Standards Act (FSLA) exempt position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)**

Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department.

Supervises department managers, public works staff, and consultant providers,

either directly or through subordinate staff.

Establishes goals and objectives for departmental operations and implements appropriate strategies to achieve departmental goals consistent with Town purposes.

Determines work procedure, schedules, and expedites workflow.

Issues written and oral instructions. Maintains regular and effective communications with departmental employees and contracted consultants and vendors.

Assigns duties and reviews employee performance for conformance to established work performance standards and policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations. Manages the department's operations consistent with Town policies and procedures, and applicable State and Federal regulations.

Maintains harmony among workers and resolves grievances as is appropriate.

Leads, motivates, counsels, or otherwise guides individual employees to understand the role they play within the overall organization as compared to their own personal agenda. "Sets the example".

Responsible for oversight of preparation and documentation of departmental budget requests; administers adopted budget in assigned area of responsibility.

Evaluates public works needs and formulates short and long range plans in all areas of responsibility, including water, wastewater, environmental issues, engineering operations and permits processing, and development review when involving the Town.

Responsible for the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Responsible for the development (and update) and implementation of the Comprehensive Wastewater Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), the Town's Fleet Maintenance Operations and other operational plans involving the Town's infrastructure systems.

Responsible for the oversight and/or the preparation of engineering plans and specifications, contract bidding, evaluation of competency of contractors and vendors, determination of the selection criteria for public contracts and the management of the contractor/vendor relationship.

Provides direct and oversees project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project.

Manages contracts and performance of contracted consultants and/or firms contracted to the Town to work on public works projects including but not limited to the quality of work, meeting terms and conditions of contract, performance and timeline targets, budget compliance, and overall effectiveness of the consultant or firm.

Responsible for the maintenance of infrastructure and other records.

Responds to public and other inquiries related to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with other consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding the Town's Public Works related activities and services.

Monitors inter-governmental actions which may affect Town public works related operations.

### **PERIPHERAL DUTIES**

Assists in and supports the training and development of personnel in the Public Works Department.

Represents the Town at various meetings and conferences.

Performs general management duties for the Town Manager as assigned and may serve as Acting Town Manager when directed or in the absence of the Town Manager.

Serves as a member of various Town employee committees, and may serve as management liaison to Town committees and other groups as assigned.

May serve as Town designee to regional and County bodies, task forces, joint powers authorities, etc.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Graduation from a four-year college or university with a degree in civil engineering, public administration or closely related field, Master's Degree highly desirable; and

- B. Minimum of six (6) years public works experience including at least two (2) years experience with utility operations at a supervisory level or greater highly desirable; or
- C. Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills, and Abilities:**

- A. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable municipal policies, laws and regulations affecting Public Works and Utility operations activities;
- B. Skill in operating the listed tools and equipment.
- C. Ability to communicate effectively, orally and in writing with employees, consultants, other governmental agency representatives, municipal officials and the general public; Ability to conduct necessary research and compile comprehensive reports.

#### **SPECIAL REQUIREMENTS**

- A. Ability to obtain and maintain a valid California driver's license;
- B. Possession of a State of California Water Treatment Plant Operator Grade III certification and a Water Distribution Operator Grade II certification or ability to obtain within eighteen (18) months of hire.
- C. To be eligible for Professional Engineer Certification Pay, must possess registration as a Professional Engineer (P.E.) in California.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including work processing, spreadsheet, and data base; motor vehicle; phone, cell phone, radio, fax, and copy machine.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspection of various land use development, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee may be required to sit and stand for prolonged periods of time.

While performing the duties of this job, the employee is occasionally required to walk, use hands to finger, handle, feel or operate object, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move –up to 50 pounds independently.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet, humid, and/or freezing conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate, however, while performing the duties of this job, the employee occasionally works near equipment and machinery with exposure to high levels of noise of varying frequency and amplitude.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview and reference check and job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Brad Paulston Effective Date: 12/17/2024  
Town Manager

Revision History:

Version: \_\_\_\_\_ Effective Date: \_\_\_\_\_