



CITY OF PALMDALE
invites applications for the position of:
Director of Public Works

An Equal Opportunity Employer

SALARY:

Salary: Depends on Qualifications

OPENING DATE: 07/05/17

CLOSING DATE: Continuous

DESCRIPTION: **Submit a letter of interest and resume via email, with "Director of Public Works" in the subject line, to Patricia Nevarez, Human Resources Manager, at pnevarez@cityofpalmdale.org**

The Director of Public Works provides highly responsible professional and technical assistance in the administration and management of Public Works, which includes capital projects, utility services, facility, street, fleet, parks, street and signal repair and maintenance; plans, directs, coordinates, manages and supervises activities for Public Works; and takes a leadership role in implementation of the goals and objectives of Public Works; implements policies and procedures related to program areas within the City; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over program managers, professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Develop and implement departmental goals, objectives, policies, procedures, and priorities; develop strategies to build a sustainable organization and meet city strategic objectives, and provide staff leadership on policy planning for public works activities.

Assume full management responsibility for all Public Works divisions.

Manage and participate in the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement budgetary adjustments as necessary.

Select, train, motivate, and direct department personnel; evaluate and review work for acceptability and conformance with department and city standards; coach, counsel, implement progressive discipline and termination procedures; respond to staff questions and concerns.

Plan, direct, and coordinate all public works capital improvement program

planning and execution.

Plan, direct, and coordinate street, park, parkway and building maintenance.

Act as technical advisor to the City Manager, City Council and related commissions and committees on public works, engineering and traffic matters; research and prepare reports.

Prepare Request for Proposals; administer agreements for consulting services.

Direct and participate in the preparation of the capital improvement program and budget.

Coordinate public works activities with other City departments and with outside agencies, and coordinate public relations activities concerning departmental services and operations.

Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.

Make presentations to City committees, commissions, and City Council.

Function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

Perform related duties as assigned.

**EXPERIENCE &
TRAINING /
LICENSE AND/OR
CERTIFICATE:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of progressively responsible management experience in professional engineering and administration of public works.

Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field.

A Master's Degree preferred.

LICENSE OR CERTIFICATE

Possession of a certificate of registration as a professional civil engineer issued by the State Board of Registration for Professional Engineers or the ability to obtain within six months.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

**MINIMUM
QUALIFICATIONS:**

Knowledge of:
Extensive knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Interpret, apply and explain applicable Federal, State, and local laws, codes and regulations.

Public agency budgetary, contract administration, citywide administrative practices, and general principles or risk management related to the functions of the assigned areas.

Principles and practices of engineering, management, and administration as applied to land development, the design and construction of public works facilities, and traffic engineering.

Methods, materials and techniques employed in public works construction.

Principles and practices of modern office management.

Recent developments, current literature and sources of information in municipal public works administration.

Principles and practices of organization, public administration, and personnel management.

Ability to:

Organize, direct, and coordinate the activities of engineering and operational personnel in a manner conducive to full performance and high morale.

Delegate authority and responsibility, and schedule and program work on a long-term basis.

Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.

Prepare and administer a department budget.

Deal effectively with complex and sensitive issues.

Communicate clearly and concisely, both orally and in writing.

Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.

Select, supervise, train and evaluate subordinates.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional climbing, bending and squatting. Lifting: frequently up to 10 pounds; occasionally up to 40 pounds. Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Position regularly requires work outside normal business hours including after hours and weekend

work and travel is occasional.

Human Resources Department
823 East Ave Q-9, Suite B
Palmdale, CA 93550
(661) 267-5400
jobs@cityofpalmdale.org

Job #070517
DIRECTOR OF PUBLIC WORKS
JM

An Equal Opportunity Employer - Equal Employment
Opportunity Plan is available on our website
