



## Public Works Director/City Engineer

### 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, engineering and utilities functions. These include maintenance and operations of water, wastewater, streets, storm drainage, parking lots, parks 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; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; 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 different 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, as required; selects personnel and provides for their training and development; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- 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; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- 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.

**ESSENTIAL FUNCTIONS** (cont'd):

- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plan specifications and budgets and in a timely manner.
- Assists in the development and administers the Department's overall budgets; oversees and completes the preparation, submission, and implementation of all budgets for building and equipment maintenance, and the water, wastewater, parks and streets operations; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for various functions; monitors the approved overall department budget; coordinates with outside vendors for various supplies and services.
- Oversees the work of staff involved in the maintenance and repair of City streets, storm and sanitary sewers, water production and distribution facilities; landscaped areas, facilities, and equipment; recommends and oversees contract maintenance and repair services, as appropriate.
- 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.
- Evaluates the need for and develops, plans, and schedules for long-term public works maintenance programs; organizes available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compiles estimates, contract provisions, and specifications.
- Oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements; oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; 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 transportation, water delivery, and growth and development issues; monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Serves as the "City Official" for all municipal engineering and land surveying activities.

**KNOWLEDGE/SKILLS:**

- Engineering principles and practices as applied to the field of municipal public works, including planning and development, design and construction and 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.
- 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.
- English verbal and written usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of exemplary customer service.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree in Engineering, preferably Civil Engineering.
- Seven 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.
- California registration as a Professional Civil Engineer is required at time of hire.
- Possession of a valid California driver's license and a clean driving record.

**PHYSICAL REQUIREMENTS:**

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.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side, push, and pull drawers open and closed to retrieve and file information.
- Ability to lift, carry, push and pull materials and objects up to 25 pounds.
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City infrastructure and development sites, to operate a motor vehicle, and to visit various City and meeting sites
- Must have correctable vision adequate to read printed materials and a computer screen, and hearing and speech to effectively communicate in person in an office environment and in the field, before groups, and over the telephone.
- Must have finger dexterity needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

**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.

- Occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.
- Occasionally works near moving mechanical parts.
- Occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in field settings.

*This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.*

**SALARY RANGE & BENEFITS:**

- Annual Salary Range: \$92,400 to \$126,254, DOQ.
- PERS Retirement Benefits – 2% at 55 for “Classic” employees, 2% at 62 for “PEPRA” employees. For “Classic” employees, City currently pays 4% of the employee’s 7% contribution.
- Social Security and retiree healthcare. Health, dental, vision and life insurance – costs are shared. IRS 457 Deferred Compensation Plan. 12 fixed paid holidays & one floating holiday per calendar year. Vacation time, sick leave, and administrative leave.

**HOW TO APPLY:**

Please send resume, cover letter, salary history, and completed City application, with at least three professional references to:

City of Guadalupe  
Human Resources  
P.O. Box 908  
Guadalupe, CA 93434  
Email: [villegas@ci.guadalupe.ca.us](mailto:villegas@ci.guadalupe.ca.us)  
Fax: 805-343-5512

**Deadline To Apply: Extended thru Friday, September 1, 2017 @ 4:00 p.m.**