

City of San Jose

DIRECTOR OF PUBLIC WORKS (U) (3867)

CLASS PURPOSE

This is a position in the unclassified civil service. Under administrative direction, performs unusually difficult, highly responsible management work of a professional nature in directing the activities of the Public Works department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Through subordinate division chiefs, plans, organizes and provides over-all direction to the work of the department.

Confers with the Public Works Directors on problems of departmental operations, advance planning, engineering and assignment of work.

Reviews and approves or disapproves plans and specifications prior to presentation to the City Council.

Confers with the Deputy City Manager for Community Development for over-all instructions and policy guidance; confers with federal, state, and county officials on cooperative construction projects.

Attends conferences and meetings of various public groups; meets the public; receives complaints; makes talks to public improvement organizations and other groups in the City of San Jose.

Attends conferences and discussions in connection with the City departments concerning their capital improvement projects. Meets with representatives from federal, state and county governments and with interested organizations in connection with the City's capital improvement program. Participates in discussions the various City department heads and the engineer in charge of airport construction in order to coordinate and integrate their programs.

Reviews individual division budgets and is responsible for the departmental budget, including recommendations for approval on major items of equipment and supply; reviews and approves or disapproves personnel actions, such as appointments, transfers and promotions.

Conducts negotiations on engineering matters with officials of the State construction companies, utility and transportation companies and other governmental and private organizations.

Provides supervision to the Deputy Director of Public Works, Water Pollution Control Plant.

Consults with the Deputy City Manager for Community Development on policy matters.

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Typical End Results Include: Ensuring that the Public Works department will be organized, the programs planned, designed, constructed and maintained to operate all aspects of the public facilities of this City and fulfill these operational missions with effective, efficient and quality services.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified service, which reports to the Deputy City Manager for Community Development and is responsible for all Public Works relating to sewage disposal, waste disposal and the construction and operation of all public utilities owned and operated by the City.

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Minimum Knowledges, Skills and Abilities

Knowledge of civil engineering principles, practices and methods.

Knowledge of the principles of organization and management, including personnel administration and budgetary control.

Knowledge of the principles and problems involved in operating a large water pollution control plant.

Ability to prepare comprehensive engineering reports and present them clearly and logically to the public and to other governmental and private agencies.

Ability to plan, organize, direct and coordinate the work of a large and varied City department and municipal engineering program.

Ability to establish and maintain effective public relations with a wide variety of persons and organizations.

Training and Experience

Any combination of training and experience equivalent to a Master's Degree in public administration, business administration, or a discipline related to the business performed by the department and ten (10) years of experience in increasingly responsible field and office civil engineering work including at least five (5) years in a management and policy making level with direction of professional staff.

Licenses/Certificates

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.