

# **CITY OF REDWOOD CITY PUBLIC WORKS SERVICES DIRECTOR**

## **DEFINITION**

To plan, organize and direct the operations and activities of the Public Works Services Department including equipment maintenance, traffic operations, sewer system maintenance and street system maintenance.

## **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager.

Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Direct operations in Utilities Operations & Maintenance Division, Customer Support Division, Right-Of-Way Division and Fleet & Municipal Services Center Management Division.
2. Ensure responsible and accountable management of the City's water and sewer enterprise funds, including timely replacement of systems.
3. Prepare the Department's annual budget; monitor expenditures throughout the year.
4. Prepare, justify and secure approvals for consumer rates and service charges
5. Prepare reports for the City Manager and City Council on Public Works Services activities and problems.
6. Oversee the preparation of specifications for acquisition of vehicles and other items; authorize appropriate purchase orders and invoices.
7. Evaluate operations; develop programs to implement orderly maintenance and operations of City equipment, vehicles and street and utility systems.
8. Plan projects in the upgrading and maintenance of City utilities and streets. Facilitate strategic planning of capital improvement projects to replace, upgrade and maintain city utility systems.

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9. Develop and implement the goals, objectives, policies, procedures and priorities of the Public Works Services Department.
10. Coordinate work of the Department with related City departments, private contractors and other public agencies.
11. Provide direction to department staff in implementing and maintaining compliance with local, state and federal regulations.

**OTHER JOB RELATED DUTIES**

1. Manage and coordinate activities at the Municipal Services Center, including space allocations, security, yard maintenance and cleanliness, and building and grounds utilization.
2. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Public administration and local government operations.

Principles and practices of public works administration as applied to the construction and maintenance of public works facilities, utility systems and fleet maintenance.

Principles of organization, administration, budget and personnel management.

Materials, equipment, procedures and practices used in the design, construction, operation, maintenance and repair of utility systems and street.

Safe driving principles and practices.

**Ability to:**

Oversee operations in a multi-faceted general services department.

Evaluate operations and problems in general service area; plan and implement improvements.

Oversee maintenance of utilities, streets and fleet.

Supervise the work of others, including planning, directing, monitoring and evaluating.

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Select, train and evaluate professional and technical staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

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

**Experience:**

Five years of increasingly responsible experience in utility and general services in local government including significant supervisory experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration or a related field.

**License or Certificate:**

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

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with some ability to travel to different locations.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. MME
3. OAE
4. OAE
5. OAE
6. ODE
7. OAE
8. OAE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** December, 1995

**Bargaining Group:** Executive Management