

CITY OF REDWOOD CITY

BUILDING, INFRASTRUCTURE, AND TRANSPORTATION DIRECTOR

DEFINITION

To plan, organize, manage and review the activities of the Building, and Infrastructure, Transportation functions of the City and provide strategic leadership, direction, and resource management to these functions.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of management and administrative staff, exercises general direction over professional, technical, and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide leadership, direct the activities, set priorities, and provide staff oversight and political guidance as it relates to the functions of building and inspection, infrastructure, and transportation.

Direct the preparation of staff reports, presentations and agenda items for the City Council, and other Committees, Commissions, and Boards involved in land use, community development, engineering, transportation, and building safety, and attend meetings of these bodies.

Serve as long-term infrastructure planning advisor to local and regional agencies and community groups on engineering, building and inspection, transportation, complete street, code enforcement, and related matters; interpret ordinances and regulations as they apply to applications; draft implementing ordinances and regulations.

Research complex community development challenges and problems, and prepare a variety of comprehensive plans, reports, and presentations.

Supervise the preparation and administration of the Department budget.

Provide oversight to the strategic planning, management, development, and implementation of the City's Capital Improvement Program.

CITY OF REDWOOD CITY
BUILDING, INFRASTRUCTURE, AND TRANSPORTATION DIRECTOR
(Continued)

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering, building code, transportation, complete streets, and administration as applied to the design and construction of public works facilities and other infrastructures.

Federal, State, County, City and model codes and ordinances.

Principles of management, supervision, and community relations.

Ability to:

Plan, prioritize, assign, and coordinate the work of management, professional, technical, and clerical personnel.

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

Interpret and explain engineering, building safety, transportation and related programs to the general public.

Identify, coordinate, and resolve a variety of interests in infrastructure planning, funding, and public outreach.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in engineering or building safety, including two years in a supervisory capacity.

Training:

A Bachelor's Degree from an accredited college or university with major coursework in engineering, construction, architecture, transportation, business or public administration. A Master's Degree in engineering, construction, architecture, transportation, public administration, business, or related field is desirable.

CITY OF REDWOOD CITY
BUILDING, INFRASTRUCTURE, AND TRANSPORTATION DIRECTOR
(Continued)

License or Certificate:

Possession of a valid California Driver's License.

Possession of a State registered license as a Professional Engineer, Architect, or ICBO/ICC certifications, is desirable.

Effective Date: July 14, 2009

Bargaining Group: Unrepresented

Status: Executive Management / Exempt / At-Will