

TOWN OF MORAGA

JOB TITLE: PUBLIC WORKS DIRECTOR/TOWN ENGINEER

DEPARTMENT: PUBLIC WORKS

SUMMARY DESCRIPTION:

Under general administrative direction, the position plans, manages, and oversees the design, engineering, construction, operation and maintenance of public works infrastructure (i.e., streets and roads, sidewalk, storm drain system, buildings and facilities, and parks and grounds); project and construction management of public construction projects of all Town buildings and facilities; and engineering review for private project development.

Specific activities and operations of the department include the local stormwater program; a robust pavement management program; grants for public works projects and activities; project management of capital improvement projects; work with the Planning Director to complete General Plan programs; partner with the Parks and Recreations Director to maintain parks and manage facilities; coordinate public works/engineering activities with other Town departments/divisions, other public agencies, contractors and professional consultants; and complex administrative support to the Town Manager. The position serves as a member of the Town Manager's Executive Team.

DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all department services including engineering, and public works construction, repair and maintenance.

Manage the development and implementation of departmental goals, objectives, and priorities for each assigned operational area; evaluate, recommend and administer policies and procedures.

Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement; direct and implement changes; allocate resources accordingly.

Recruit, hire, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as appropriate.

Plan, direct, and coordinate the Public Works Department's work plan including major capital improvement projects, minor capital improvement projects, plan review, traffic studies; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems; contract with engineering consultants, other professional consultants, and contractors where appropriate.

Manage the Town's Pavement Management Program, including serving as administrative support to the Local Sales Tax Oversight Committee.

Determine scope of engineering and capital projects; prepare requests for proposals, informal and formal bidding procedures, and enter into contracts for professional, construction, and/or maintenance services; manage and oversee plans and work of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.

Manage compliance with CalOSHA standards for safe practices in the work place, pertaining to public works activities and operations.

Develop and administer operating and capital improvement budgets; approve expenditures and implement budgetary adjustments as appropriate and necessary. Seek, apply for and administer grants to support public works activities and operations, including working closely with the Police Department to attain public safety and traffic calming grants. Implement a full cost recovery program in Public Works.

Develop and prepare written reports and recommendations related to engineering, technical and public works matters; present reports to the Town Council and other commissions, committees and boards; advise the Town Council and Planning Commission on engineering related matters. Serve as the technical advisor to the Town Manager and Town Council on engineering related matters and capital improvement projects. Participate on boards, commissions, and committees as needed.

Administer operations of special functions such as street lighting system and traffic signal system, including special funding sources such as Lighting Assessment Districts.

Initiate necessary consultant and construction contracts in conformance with the Town's policies; monitor contract authority and funding limits; and manage the project schedule and budget of all public works contracts.

Procure and analyze traffic data, initiate traffic improvements as authorized by Town codes; in conjunction with Town's traffic engineering consultant, implement traffic engineering regulations and designs.

Review daily inspection reports and change order requests for capital improvement projects; field check capital improvement program projects under construction; authorize final approval for project plans; authorize final acceptance of construction projects.

Review and approve final recommendations and requirements for development projects and grading applications; field check development projects in preliminary, plan check and construction phases.

Attend and participate in professional groups; stay abreast of new trends and innovations in the field of engineering and public works maintenance, construction, and repair.

Respond to all internal and external emails and phone calls within two working days; resolve difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive public works program including maintenance and engineering functions.

Concepts, theories, principles, and practices of the public works engineering including land surveying, mapping, grading, and some traffic engineering.

Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities.

Principles and practices of construction/capital improvement program project management, administration, and coordination.

Principles and practices of program development and administration.

Mathematical principles as applied to public works engineering work.

Types and level of maintenance and repair activities generally performed in a public works program.

Technical, legal, financial, and public relation problems involved in the conduct of a municipal public works program.

Pertinent state, federal and local rules, regulations and ordinances.

Recent developments, current literature and sources of information regarding civil and structural engineering.

Principles and practices of budget preparation and administration.

Principles and practices of project management.

Principles of supervision, training and performance evaluation.

Ability to:

Manage and direct a comprehensive public works program including engineering, public works construction, maintenance, repair, and related services.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff; delegate authority and responsibility; select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Develop, review, and modify engineering construction drawings, plans, and specifications.

Negotiate and administer service contracts.

Prepare clear and concise reports; prepare and administer large and complex budgets.

Interpret and ensure program compliance with applicable federal, state, and local policies, laws, and regulations.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the community, other department directors and staff, and other agencies, including federal, state and local granting agencies.

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities in qualifying, a typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university in civil engineering. A structural engineering degree is desirable.

Experience:

Seven years of increasingly responsible professional civil engineering experience that includes demonstrated experience in management of a variety of public works/engineering projects, including two years of direct supervisory experience.

License or Certificate:

Possession of a certificate of registration as a professional civil engineer in the state of California. Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment:

Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Town boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment, and travel outside of office location as necessary.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Revised: January 2020