

DEFINITION:

Under general direction, manages the effective and efficient operations of assigned divisions of the Public Works Department.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Plan, organize, and direct assigned Public Works teams in providing quality, cost effective, and timely public works services to the citizens of Redding.

Measures: The Public Works' Divisions meet and/or exceed the performance goals expected and established by the citizens of Redding, the City Council, City Manager, and the Public Works Director.

2. Participate as a member of the City and Public Works Management Team, actively supporting improvement of the City and Department organizations.

Measures: Provides valuable input and supports overall improvement of the City and Public Works organizations.

3. Assist the Director with the preparation and management of the Department's portion of the City's bi-annual budget and ten-year financial plan and manage assigned division budgets.

Measures: Budget is accurate and complete and prepared within prescribed time frames. Budget is managed effectively and efficiently.

4. Manage assigned divisions' capital improvement programs including long range planning of the program (master plan efforts), identification and scoping of improvement projects, shared development of the City's biannual Capital Improvement Program, and management of the program through construction with the support of the Engineering Division.

Measures: Development and implementation of a quality, efficient, and timely capital improvement program that meets the various Public Works program needs.

5. Manage RABA programs, including but not limited to development and management of an annual budget, marketing plan, and operator contract, in support of the Redding Area Bus Authority (RABA) Board and Executive Director and in coordination with the Shasta County Regional Transportation Planning Agency (SCRTPA).

Measures: Effective, efficient bus program within the RABA service area.

6. Develop and maintain effective partnerships with various members of the public, community groups, resource agencies, regulatory agencies, utility providers, and others interested in and providing public works services to the City of Redding.

Measures: Maintain community, inter-agency, public-private sector coordination and cooperation. Incumbent is knowledgeable, customer-service oriented, professional and prepared to represent the City on Public Works projects and programs.

7. Represent the Public Works Department at City Council meetings, Planning Commission meetings, Board of Administrative Review meetings and other venues on assigned Public Works issues and recommendations.

Measures: Incumbent is knowledgeable, customer-service oriented, professional and prepared to effectively represent the City and the Department's position on public works projects and programs.

8. Supervise, train and evaluate staff.

Measures: High level of service provided to the public and other City departments by a competent, motivated and professional staff. Employee morale is high.

9. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of public works; technical understanding of traffic operations, streets, wastewater, stormwater and water supply; applicable laws and regulatory codes relevant to Public Works functions; and local, federal, and state funding and program opportunities and requirements.

Ability to:

Interact effectively with the public and other employees; perform complex public works technical operations; read and accurately interpret technical and non technical public works reports and improvement plans; enforce Municipal Code requirements firmly, tactfully and impartially; communicate clearly and concisely both orally and in writing; supervise and manage other public works employees.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor of Science Degree from an

accredited college, university, or equivalent in Civil Engineering, Public Administration, or other related field. Registration as a Professional Civil Engineer in the State of California or a state that has reciprocity is desirable.

Experience:

Typical experience would include seven years progressively responsible professional experience in public works management including at least one year in a management position and three years in a supervisory capacity.

Special Requirements:

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.