



Employment opportunity

DIRECTOR OF PUBLIC WORKS

Salary: \$125,000/Annually
Full-Time w/Benefits
Application Deadline: Open Until Filled

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Plans, directs and manages the activities, programs and operations of the Public Works Department which is comprised of three divisions: Engineering, Street Maintenance, and Facilities & Fleet Maintenance. This position reports directly to the City Manager and serves as a key Member of the City's Executive Management Team.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Directs and participates in the development and implementation of goals, objectives, policies and procedures; supervises and participates in the preparation and implementation of the Public Works budget and the capital improvement program budget.
2. Reviews and develops plans, engineering reports, budget estimates and proposed ordinances relating to Public Works and reports to the City Council; administers, evaluates and recommends professional engineering contracts; may review and sign plans for Public Works improvements.
3. Plans, directs and monitors the technical aspects of assessment district formation for public improvements such as streets, parks and drainage.
4. Plans, directs and reviews the maintenance activities of City roads, bridges, storm drainage, traffic signals, safety lighting, parks, buildings, grounds and fleet services.
5. Advises and otherwise provides assistance to the City Council, other City personnel and the public regarding issues related to Public Works services and activities.
6. Selects department employees; plans, organizes and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance.



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7. Represents Public Works or delegates such authority in relations with the community, advisory committees, local, state and federal agencies, other public works agencies and professional organizations; schedules public hearings and leads discussions regarding proposed Public Works projects.
8. Develops and administers all public service contracts such as traffic signal maintenance, landscape and lighting maintenance, street sweeping, roadway striping, etc.
9. Investigates and reports on traffic issues in the community. Serves as staff liaison between City Council and the community.
10. Performs other duties of similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree in civil engineering, public administration or a related field; and five years of progressively responsible related municipal engineering and Public Works administration and management experience, including or supplemented by three years of experience in an administrative or supervisory capacity within a public agency.

Knowledge, Skills and Abilities

Thorough knowledge of engineering principles and practices as applied to the field of public works, including planning and development, construction surveying, design and construction, operation and maintenance; related Federal and State laws, ordinances, rules and regulations; prevailing wage programs; technical, legal and financial issues involved in the conduct of a City Public Works program; methods of preparing designs, plans, specifications and estimates relating to proposed Public Works facilities; principles and practices of supervision. Ability to plan, organize and coordinate the activities of a Public Works program; prepare and present reports; deal constructively with conflict and develop effective resolutions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.



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ADA and Other Requirements

Positions in this class typically require: fingering, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Stress Factors

Assists the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council. Constant face-to-face and written contact.

Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside and extended days.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machine, and various computer printers.

Licensing/Certifications

- Possession of a valid registration as a Professional Civil Engineer in the State of California is desirable, but not required. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Posted 5/15/15