

	<p style="text-align: center;"><b>CITY ENGINEER/ PUBLIC WORKS DIRECTOR</b></p> <p style="text-align: center;">FLSA Status: Exempt</p> <p>Permanent Part Time                      Compensation Range: 52 By Negotiated Contract</p>	
<p>CITY OF NEVADA CITY</p> <p style="text-align: center;">April 2022</p>	<p>Reports to:</p> <p>City Manager</p>	<p>Unit:</p> <p>Non-Represented At-Will Position</p>

**DEFINITION**

Under direction from the City Manager, the City Engineer/Public Works Director serves as the principal administrator of the Public Works Department to plan, direct, review and manage all department activities and functions including streets, public facilities, wastewater treatment/sewage, storm water, water, parks and engineering; coordinates department activities with other City departments, outside agencies, community groups and individuals; and provides highly responsible and complex professional advice and support to the City Manager and City Council; assures department compliance with and enforcement of applicable federal, state and local laws, ordinances and codes; manages and supervises staff; serves as a member of the City’s management team. Reports to the city manager.

The incumbent performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems, with broad authority for overseeing the day-to-day operations of the Public Works Department, including significant short and long-range capital improvement planning and development. The incumbent exercises a high level of independent authority, working from broad policies to achieve objectives critical to the department’s mission.

**EXAMPLES OF DUTIES**

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

- Oversees, analyzes, processes, and provides technical assistance regarding all engineering and survey activities related to new construction, capital improvement projects, public works maintenance and repair and maintenance of infrastructure including streets, sidewalks, water distribution, sanitary and drainage system and water and wastewater treatment.
- Participates in procurement of services and bid approval.
- Coordinates projects with other departments and outside agencies.

- Responds to public inquiries regarding permit processing and inspection activities.
- Participates in the development and implementation of the capital improvement plan and budget for additions, replacement, or rehabilitation of infrastructure.
- Interprets and applies laws, rules and regulations related to design and construction of infrastructure.
- Plans, directs, and coordinates design of improvements to streets, grading, bridges, walls, sidewalks and storm drainage, water distribution and sewer collection facilities and all other elements of infrastructure.
- Assures compliance with regulations of funding agencies for grant, state, and federal programs.
- Supervises construction through cost estimating, onsite inspections, compliance with labor standards, safety plan review, contract management and code compliance.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances for engineering and survey activities before the Planning Commission and City Council.
- Perform land surveying functions for the city, include preparation, examination or approval of surveying maps and documents, where authorized by Government Code §66416.5.
- Selects, assigns, trains, directs, and evaluates subordinate staff; assures training and guidance for staff involved in all aspects of departmental services; oversees and implements disciplinary actions when necessary.
- Develops, plans, and implements department goals and objectives in accordance with the core purpose mission, vision, and values of the organization; develops, recommends and administers policies and procedures, establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities. Reviews legislation and assures department compliance with appropriate laws, regulations, statutes, and codes.
- Prepares complex statistical and narrative reports, correspondence, and other documents.
- Represents the City and/or City Engineering/Public Works Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; responds to public inquires and sensitive complaints.
- Presents oral and written reports to the city council, professional groups, other interested parties and groups and the public.
- Provides lead and/or support assistance in grant proposal preparation and administration.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

**Knowledge of:**

- Functions and organizations of California local government
- Principles and practices of supervision
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and the management of employees through subordinate supervision.
- Principles and techniques of capital improvement design, plans, specifications, estimates, funding, construction, contract management, negotiations, and long-term maintenance for proposed municipal facilities.
- Principles and practices of civil engineering.
- Applicable federal, state, and local laws and regulations pertaining to public works. As well as rules and regulations governing land use planning, zoning, code enforcement, housing, and environmental assessment.
- Contemporary principles and practices of organization and management, supervision, training, procurement processes and contract management.
- Modern methods and techniques of conducting objective research and manual and automated management information systems.
- Principles and practices of municipal budget preparation and administration.
- Local government institutions, governance and service delivery responsibilities and expectations.
- Public relation skills to provide an excellent impression to the public on behalf of the city
- Safe work practices.

**Ability to:**

- Listen effectively
- Communicate clearly and concisely, both orally and in writing
- Understand governmental laws, codes, and procedures
- Gain cooperation through discussion and persuasion
- Prepare and administer a budget
- Select, supervise, train, and evaluate assigned staff

- Provide information and material in compliance with laws, regulations, and policies

**Skill in:**

- Planning, organizing, and administering a road and public works engineering, planning inspection, maintenance and operations program
- Developing, reviewing, and approving engineering designs, plans specifications and construction documentation
- Developing and implementing goals, objectives, policies, procedures, and work standards
- Providing for the training and professional development of staff
- Use of modern office equipment, including computers, computer applications and software.

**EDUCATION AND EXPERIENCE REQUIRED**

A Bachelor's degree from an accredited college with emphasis on civil engineering or related field plus 10 years' experience including three years of administrative and management responsibility.

**LICENSES AND CERTIFICATIONS**

- Possession of a valid California driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Licensure as a Professional Engineer in the State of California.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Must be physically able to perform the duties of this position, including the mobility to work in a standard office setting with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means. Must also be able to use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various city sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds. There may be interaction with staff and/or public representatives with differing opinions in interpreting and enforcing City/departmental policies and procedures. The incumbent appointed to this position must also be willing to work in the field, drive a vehicle and be exposed to traffic and construction hazards; be willing to work irregular hours and be subject to "on-call" status as well as be willing to work outdoors in all types of weather conditions.

Employees may be required to work on evenings, weekends and holidays and participate in afterhours on-call assignments.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **OTHER REQUIREMENTS**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

There will be mandatory training throughout the course of employment.

**NOTE:** All employees of the City of Nevada City are designated by both State law and city personnel rules to be available for assignment to perform public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the city. Such assignments may be in the event of either a declared or undeclared emergency or natural disaster that threatens the life, health and/or safety of the public and may be to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

***Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.***