

**DIRECTOR OF PUBLIC SERVICES**

Salary Range: 34 (Management Salary Schedule)

**DEFINITION**

Under administrative direction from the City Manager, manages, directs, and coordinates the City's public works, engineering, landscape, facilities, parks, recreation and fleet divisions. Provides highly responsible and complex administrative support to the City Manager, department heads and the City Council; coordinates activities with other City departments; may exercise direct supervision over clerical and professional staffs; coordinates projects to ensure compliance with federal, state and local regulations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position classification with overall responsibility for the activities of the Public Services Department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

**SUPERVISION EXERCISED AND RECEIVED**

The Director of Public Services reports to the City Manager and is responsible for providing direct and indirect supervision over management, professional, technical, and clerical personnel within the Public Services Department.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:**

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

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Public Services Department including facility and landscape maintenance, fleet, IT recreation and public works services
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Public Services Department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Public Services matters
- Advises the City Manager and City Council on a broad range of issues within areas of responsibility
- Develops, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Ensures the proper maintenance of department vehicles, equipment and facilities
- Oversees the preparation and/or review of plans, specifications and estimates for department projects, ensuring completeness, accuracy and compliance with applicable regulations and standards
- Ensures support to public safety services in the event of emergencies and natural disasters

- Develops infrastructure expansion and replacement cost estimates
- Reviews and updates maintenance and design standards for all divisions in Public Services.
- Oversees the review and inspection of all department construction projects; Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
- Directs the selection, evaluation, and training and development of department staff
- Oversees, directs and reviews the work of contract consultants providing assistance to staff
- Stays abreast of legislation, new trends and innovations in fleet, facilities, recreation, landscape, public works, engineering and IT operations and administration
- Interprets applicable policies, procedures, laws and regulations to staff
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Responds to after hours emergency calls as necessary

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Public Works activities
- Contemporary trends and practices of public works, fleet, IT, facilities, landscapes, and recreation operations
- Operational characteristics, service and activities of recreational, cultural and community service programs
- General construction methods, materials and equipment
- Principals and practices of program development and administration
- Principles and practices of Public Works and Engineering
- Principals and practices of Fleet services
- Principles and practices of Information Technology (IT)
- Principles and practices of Facility construction/maintenance
- Practices of contract negotiation, preparation and administration
- Principles and practices of computer-based project management and project scheduling
- Recent developments, current literature and sources of information related to public works project management, recreational and community services programs, fleet services, information technology, facility and landscape construction/maintenance.
- English usage, spelling, grammar and punctuation
- Modern office practices and technology including personal computer hardware and software
- Safe work practices

**Ability to:**

- Plan, organize, assign, direct, review and evaluate activities of the Public Services Department
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to Public Services Department activities
- Analyze department support needs and ensure prompt and efficient delivery of service, materials and supplies
- Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
- Effectively manage the planning, development and operations of the City public works, engineering, facilities, landscape, fleet, IT, and recreation divisions
- Develop plans, schedules, specifications and cost estimates for assigned projects; Read and interpret design/technical specifications and drawings
- Negotiate and administer service contracts and prepare bid packages
- Use and apply principles and practices of budget preparation, financial principles, and administration
- Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information
- Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Use computer technology and applications in the performance of daily activities

**Minimum Qualifications:**

- Equivalent to a Bachelor's degree with major coursework in civil engineering or related field or in Public and/or Business Administration and six (6) years of increasingly responsible local government including a minimum of three (3) years in an administrative or management position. Years of service may be substituted for degree at the discretion of the City Manager.

**GENERAL QUALIFICATIONS:**

**License Requirements:**

A valid California Class C driver license or higher 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.

**Physical Requirements:**

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

**Working Conditions:**

The incumbent appointed to this class must 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 24 hours a day, and be willing to work outdoors in all types of weather conditions,

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.