



Palos Verdes Estates
Director of Public Works

CLASS CODE	PWCE	SALARY	\$61.93 - \$92.60 Hourly \$10,735.00 - \$16,050.00 Monthly \$128,820.00 - \$192,600.00 Annually
ESTABLISHED DATE	November 24, 2020	REVISION DATE	October 21, 2024

Classification

The Director of Public Works, working under direction of the City Manager, plans, coordinates, manages, administers and oversees the activities, operations, staff and contracts of the Public Works Department, including street maintenance services, facility maintenance, traffic safety, refuse collection and municipal engineering services.

Duties

The Director of Public Works performs the following duties which may include, but are not limited to:

- Develops, administers, assembles, plans, and manages public works projects included in the City's Capital Improvement Program including City-owned buildings, streets, sidewalks, curbs, and gutters; sanitary sewer system, storm drainage system, and municipal separate storm sewer systems (MS4).
- With support from staff and consultants, plans, manages, coordinates and evaluates engineering design and construction engineering work, including utilities and rights-of-way.
- Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master planning for the City's public development.
- Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements including the California Environmental Quality Act (CEQA) and Local Coastal Plan (LCP).
- Plans, directs, supervises and assigns work to support staff and City's consultants.
- Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.
- Participates in the development of the Public Works/Engineering budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.
- Develops, plans and implements action on adopted policies from the City Council and contained in such documents as the City's Circulation Element and the Southern California Association of Government's **Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)**.
- Serves as lead staff to the Parklands Committee and the Traffic Safety Committee.
- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents pursuant to the California Subdivision Map Act.

- Attends meetings, study sessions, and workshops involving various commissions, committees, and the City Council; presents information and recommendations on public infrastructure matters and works with community groups to understand concerns.
- Represents the City on regional and state technical and engineering committees.
- Monitors regional, state and federal legislation related to contemporary public works issues.
- Reviews, and where appropriate, applies for grants administered by regional, state, and federal agencies.
- Administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, and water quality compliance.
- Manages the City's Local Coastal Plan (LCP) and Local Hazard Mitigation Plan (LHMP).
- Reviews projects proposed by adjacent jurisdictions under the California Environmental Quality Act (CEQA) as appropriate.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Establishes annual performance objectives for the Public Works Department and ensures their attainment.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed.

Qualifications

Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills and abilities to perform the job is qualifying. Examples of ways a candidate can obtain the required experience and education include:

Knowledge of:

- Theories, principles, practices, standards, methods and techniques of civil engineering;
- Development, evaluation and approval practices of engineering plans and specifications related to streets, sanitary sewers, storm drains, water mains and other public works projects and plan review of private development projects;
- Federal Emergency Management Agency (FEMA), National Pollutant Discharge Elimination System (NPDES), Water Quality Management Plan (WQMP), California Environmental Quality Act (CEQA), Local Hazard Mitigation Plan (LHMP), Local Coastal Plan (LCP), and other environmental compliance programs; construction, financing, and legal requirements associated with civil engineering and public works projects;
- Principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
- Techniques for effectively representing the City in contacts with governmental agencies, community and business groups, the public, professional, regulatory and legislative organizations.
- Methods and techniques for writing and presenting, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person, writing, and over the telephone.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication

- Safe work and driving principles and practices.

Ability to:

- Plan, organize, coordinate and manage design and construction engineering services as they pertain to public works construction, utilities, capital improvements projects, and the review and approval of private development projects;
- Participate in selecting, training, supervising and evaluating technical and field personnel and independent contractors;
- Analyze engineering plans, specifications and proposals and public works projects and private development proposals for technical feasibility, safety, best practices and public acceptability;
- Communicate effectively, both orally and in writing; prepare and present administrative reports and staff recommendations;
- Develop, implement, and administer goals, objectives and procedures, work standards and internal controls for department and assigned program areas.
- Provide courteous and responsive communication to the public.
- Evaluate operations and problems; recommend and implement efficiency and productivity in improvements.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations effectively administer a variety of City programs and administrative activities.
- Establish and maintain effective working relationships with the City Manager, Department Heads, other City staff, consultants, contractors, developers, regional, state, and federal governmental officials, and public and private representatives.
- Resolve complicated situations requiring diplomacy and tact.
- Work under pressure with strict deadlines.
- Make independent decisions.

Additional Information**Experience and Education:**

- Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required.
- College-level course work or certification in the principles of project management, systems engineering, and employee supervision.
- Five years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the review of plans of private development projects.

Licenses, Certificates; Special Requirements:

- Ability to obtain or maintain a valid Class C California Driver's License, acceptable driving record, and evidence of insurance.
- Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.

Physical Requirements

Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; effectively communicate with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. May, from time to time, be exposed to higher stress situations.

Other Class Spec Title 1

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. This job description is reflective of common job duties but does not contain every possible task performed by each individual employee assigned to this classification. Palos Verdes Estates shall provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the City Manager or authorized designate.

Public Disclosure Requirements: This position is a designated position in the City's Conflict of Interest Code. As a result, incumbents are required to complete and file the annual California Fair Political Practices Commission Form 700 (Statement of Economic Interest Disclosure).