

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PUBLIC WORKS MANAGER

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general direction, to plan, organize, manage and review the programs and activities of the assigned operations, maintenance, or construction inspection divisions in the public works department; to provide professional and technical staff assistance to the Public Works Director; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class may be assigned various functional areas, such as, utilities and streets maintenance, utilities operations, parks and facilities maintenance, equipment and vehicle maintenance, or construction inspection. This level acts as a division manager for the assigned areas, and supervises other management level supervisors and lower level staff in directing the work activities of the programs. The Public Works Manager reports to the Public Works Director or designate.

KEY RESPONSIBILITIES:

Develop and implement goals, objectives, policies and priorities for assigned division.

Plan, organize and direct, through subordinate supervisory and/or lead personnel, assigned divisional programs.

Develop and administer division budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Direct the maintenance of time, material and equipment use records.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Supervise the enforcement of city ordinances and interpret department policies and procedures.

Coordinate services and activities with other city departments, divisions, sections and with outside agencies.

Analyze and prepare reports as assigned, present to Council or to other staff, the public or outside agencies as necessary during the course of work.

Receive, investigate, and resolve complaints.

Direct the adherence of safe work practices for all personnel.

Perform related duties as assigned.

QUALIFICATIONS: (May vary depending on the assignment.)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, methods and practices pertaining to the operation of the assigned division and functional areas.
- Applicable federal, state and local codes and regulations related to the assigned division areas.
- Materials and equipment used in assigned division.
- Types and level of maintenance and repair activities generally performed in a public works field division maintenance program.
- Occupational hazards and standard safety precautions necessary in the work.
- Geography of the city, including the location of streets, drainage and sewer facilities.
- Practical elements of division and functional assignment.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Plan, organize and implement a comprehensive Public Works program for assigned division and functional areas.
- Conduct studies, prepare comprehensive reports and determine cost-effective ways for efficient and effective operation of division responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate subordinates.
- Establish and maintain effective relationships.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities of qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of a bachelor's degree in construction, engineering, public administration or in a closely related field.

Five years of progressively responsible experience in a public works functional areas, such as, public works administration, streets, parks, building maintenance, water and sewer operation and maintenance, construction inspection or related field, including experience as a supervisor.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. Work sites may present odorous, dirty environments. Employee is required to attend meetings and travel within and outside city limits during normal work.

This is an at-will management classification.

DATE APPROVED: May 18, 1999