



CITY OF BANNING, CALIFORNIA

Public Works Director/City Engineer

Job Code: 4400
Grade D100

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under policy direction, directs, oversees, plans, organizes and administers water, wastewater, engineering, streets, fleet, building maintenance and airport division operations.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Establishes and maintains direction and regulation over Public Works Divisions, including the water, wastewater, engineering, streets, fleet, building maintenance and airport divisions and services in accordance with operational and environmental protection measures and Federal, State and regional regulatory requirements. Provides professional assistance and information to the City Council and City management staff on City operations associated with Public Works. Develops and implements the Capital Improvement Program (CIP). Interprets and enforces Public Works Department policies and procedures. Acts as liaison with other City departments and other government agencies, such as Department of Transportation, Riverside County Transportation Commission and Riverside County Economic Development Agency. Manages Banning Municipal Airport operation. Manages the waste management franchise contract and address solid waste related issues.

Develops financial plans including loans and grants to pay for infrastructures. Reviews and/or approves assigned staff plans, specifications and cost estimates for each public works operation. Monitors the acquisition, allocation or use of resources needed for successful service delivery or project completion. Researches, reviews, investigates and reports services, problems or conditions affecting the safe and convenient use of City water and wastewater systems, streets, vehicles and equipment and airport. Prepares reports of conditions and results of Public Works operations for the City. Oversees budgetary and expenditures for the Public Works Departments and Divisions.

Manages the buying, selling and trading operations within the Public Works Department. Provides short term and long term utilities and public works capital improvement planning for the City. Attends meetings and presentations. Oversees, monitors and directs office operations of assigned staff. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Develops, identifies and implements new employee and on-going staff training. Assigns, tracks and reviews work assignments and progress. Reviews and approves the formal performance evaluation of assigned department staff. Develops and implements disciplinary actions for assigned staff. Prepares reports, memos and correspondence.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of water, wastewater, street, engineering, fleet, building maintenance and airport management and operations practices and principles.
- Knowledge of management and/or supervision principles.
- Knowledge of finance and budget principles.
- Knowledge of file and report management techniques.
- Knowledge of research methods and procedures.
- Knowledge of engineering principles and methods.
- Knowledge of trends and practices in public improvement projects.
- Skill in reading, understanding, interpreting and applying relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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

A Bachelor's degree in Civil Engineering or related field **AND** ten (10) years of public works, water, wastewater or engineering experience that includes five (5) years of management and/or supervision. Must possess registration in California as a Professional Civil Engineer at time of appointment.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California Driver License. Depending on the needs of the City, the incumbent in this classification may be required to obtain and maintain additional licenses or certifications. May be required to work outside the traditional work schedule.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping. Regular grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, Constant near and far vision in reading written reports and work related documents. Frequent acute hearing when providing phone and personal service. Occasional lifting, dragging and pushing files, paper and documents weighing up to 25 pounds.