GENERAL PURPOSE

Under general direction, the Parks and Public Works Director plans, organizes, directs and oversees the maintenance of City parks, landscaped areas including all City owned facilities; directs and supervises crews engaged in the repair and maintenance of street, public buildings, and other public works facilities; supervises capital construction projects; assists in the formulation of plans for repair and construction of landscaped areas.

DISTINGUISHING CHARACTERISTICS

The Parks and Public Works Director functions under the administrative direction of the City Manager. This is an executive management position, with full responsibility for managing the activities of the department through subordinate management and supervisory staff. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards, appropriate laws and regulations. The Public Works Director supervises the employees and activities of the department's landscaping, grounds, maintenance, streets division, and fleet and facilities division.

This single class position is an "At-Will" classification which means the Parks and Public Works Director serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal. The Parks and Public Works Director has management responsibility for overall policy development, program planning, fiscal management, administration, and operation of the department. The Parks and Public Works Director is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Assumes full management responsibility for maintenance services and activities including maintenance of parks, landscaped areas, streets, facilities and sewers; manages the development and implementation of the Public Works Department goals, objectives, policies, and priorities for each assigned service area.

Select, motivate, train, and evaluate Parks and Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
Organize, assign, and direct the work of the Parks and Public Works Department personnel which includes landscaping grounds, maintaining buildings and other facilities in parks; and assigns and oversees the work of contract staff.

Plan, direct, and coordinate, through subordinate level managers, the Parks and Public Works Department’s work plan; meet with management staff to identify and resolve problems; review and evaluate work methods and procedures.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Oversee and participate in the development and administration of the Department’s budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; forecast, plan, coordinate and oversee all capital improvement projects.

Represent the Parks and Public Works Department to other City departments, elected officials, and outside agencies; participate on a variety of boards, commissions, and committees; provide staff assistance to the City Manager.

Attend City Council meetings to present written and oral reports and make recommendations; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks, landscaping, streets, facilities, and sewer maintenance and program administration.

Act as liaison between the City and maintenance contractors as needed; inspect construction in progress; ensure that all departmental employees follow safe work practices; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Principles and practices of operations, services, and activities of parks, landscaping, streets, facilities and sewer maintenance programs.

Public administration principles and practices; principles of supervision, training, and performance evaluation; principles and practices of program development and administration.

Methods and techniques for maintaining landscape areas and municipal parks; streets, facilities and sewers.

Principles and practices of municipal budget development, preparation, and administration; funding sources impacting program and service development.

Occupational hazards and standard safety precautions necessary in the work; pertinent federal, state, and local laws, codes, and regulations.

Skills/Abilities
Plan, organize, direct, and coordinate the work of subordinate staff; organize, direct and implement maintenance schedules; estimate material, equipment, and supplies needed to repair and/or maintain City landscaping, parks, streets, facilities, and sewers.
Prepare clear and concise reports, correspondence, and other written materials; operate a computer and other typical office equipment; communicate effectively and accurately both verbally and in writing, using proper English grammar, spelling and punctuation; use written and oral communication skills; analyze parks and public works services, budget, and technical reports.

Understand and respond to the public’s and staff’s requests for assistance both on the phone, by e-mail, and in person; effectively supervise and coordinate the work of subordinates.

Interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve parks and public works issues; remember personnel rules, legal and code requirements; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply federal, state, and local policies, laws and regulations.

Understand and respond to the public’s and staff’s requests for assistance both on the phone, by e-mail, and in person; effectively supervise and coordinate the work of subordinates.

Interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve parks and public works issues; remember personnel rules, legal and code requirements; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply federal, state, and local policies, laws and regulations.

Explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Conduct studies, prepare comprehensive reports, and determine cost effective ways for providing maintenance services; research, analyze, and evaluate new service delivery methods and techniques; develop and administer goals, objectives, and procedures.

Select, train, and evaluate staff; delegate authority and responsibility; understand the organization and operation of the City and of outside agencies as necessary to perform assigned responsibilities.

Establish and maintain effective working relationships with other employees, property owners, contractors, architects, engineers, attorneys, members of the public, and with those contacted in the course of the work.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
A Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or related field.

**Experience**
Six (6) years of increasingly responsible experience in parks, landscape, streets, facilities and sewer maintenance including three (3) years of administrative and supervisory responsibilities.

**Licenses/Certificates**
Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Employee is regularly required to sit at a desk and in meetings for long periods of time; to stand at counter for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile, and frequently enter and exit an automobile, to attend various meetings and go on inspections. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee spends 95% working in an office environment and while performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally while working in the field, be exposed to high level noises including but not limited to emergency vehicle sirens, construction equipment.

Department:  Parks and Public Works
FLSA Status:  Exempt
Revised:  7/1/13