



**Job Code:** 0325  
**FLSA:** E  
**Unit:** MGMT  
**Revised:**

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## **DIRECTOR OF PUBLIC WORKS**

### **DEFINITION**

The Director of Public Works is an exempt management position responsible for the management of the City's Department of Public Works. Responsibilities include engineering, street maintenance, water distribution and system maintenance, sewer collection and system maintenance.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the City Manager. Exercises direct supervision over engineering managers and administrative support personnel.

### **TYPICAL DUTIES**

1. Under the direction of the City Manager exercises overall responsibility for the delivering of engineering and specific public works maintenance services.
2. Directs the establishment of department goals and objectives and development and administration of program to meet goals and objectives.
3. Exercises responsibility for the proper organization, staffing and operations of the department.
4. Advises and makes recommendations to the City Manager on matters related to engineering and public works maintenance.
5. As directed makes presentations to the City Council, Planning Commission and other public bodies.
6. Ensures department operates in compliance with the rules, regulations and policies.
7. Either directly or through subordinates assigns work and provides direction to staff, evaluates staff performance, ensures staff performance levels are maintained and participates in personnel actions.

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8. Oversees the preparation and administration of the department's operating budget and City's capital improvement program.
9. Coordinates department activities with other City departments, other public agencies and private developers.
10. As appropriate reviews and approves development plans.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Thorough knowledge of accepted civil engineering principles and practices, public work maintenance practices, and federal and state agencies and regulations impacting municipal public works.

**Skill Required:**

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving and budget preparation and administration.
2. Personnel management skills to include employee selection, development, directing, counseling and evaluating.
3. Strong writing and speaking skills.
4. Deal effectively and harmoniously with other public agencies, members of the development community and the general public.

**Experience:**

Extensive civil engineering experience to include responsible experience in a management position preferably at the municipal level. Experience in public work maintenance is highly desirable.

**Education:**

Graduation from an accredited four year college or university in civil engineering or closely related field.

**License:**

1. Registered civil engineer with the State of California
2. Valid California driver's license.