

OLIVEHURST PUBIC UTILITY DISTRICT **PUBLIC WORKS MANAGER**

DEFINITION

Under administrative direction, plans, manages, oversees and directs the operations and services of the Public Works Department which includes water systems, wastewater systems, public facility design and inspection, parks, equipment/facilities maintenance, development projects and other capital projects; coordinates activities with other District officials, departments, outside agencies and organizations; provides responsible and complex staff support, along with professional and technical assistance to the Board of Directors and General Manager, performs other related duties as required. Manages direct staff via Engineer Inspectors and Public Works Admin Assistant and Webmaster.

JOB CHARACTERISTICS

The Public Works Manager is the Department Head, which oversees all functions and operations of the Public Works Department (Water, Wastewater, and Parks Departments) and concurrently serves as the District Engineer. The incumbent is responsible for oversight, maintenance, design, construction and inspection of the Districts water and wastewater collection systems and maintenance, equipment procurement and recreation facilities.

EXAMPLES OF DUTIES:

- Responsible for all Water, Wastewater, and Parks Department activities and services, including the operation and maintenance of water systems, wastewater collection systems, parks, and equipment/facilities/fleet maintenance.
- Develops, implements and maintains District goals, objectives, policies and procedures, reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals, ensures that goals are achieved.
- Plans, directs and coordinates the Department's work plan through appropriate department staff, assigns work activities and responsibilities to appropriate department personnel, reviews and evaluates organizational effectiveness and productivity, identifies and resolves problems and/or issues.
- Oversees the training and evaluation programs for all Public Works, Water, Wastewater, and Parks personnel, provides or coordinates in-service training, identifies and resolves staff deficiencies, fulfills discipline procedures, reviews the work of department personnel to ensure compliance with applicable local, State and Federal laws, codes and regulations.

- Monitors the condition of the District's infrastructure, buildings, equipment, water facilities, sewer collection, wastewater treatment plant, other related facilities and equipment for maintenance, repair and replacement, develops and implements plans for short and long-range public works and capital improvement programs.
- Serves as District Engineer, establishes engineering design and construction standards.
- Ensures that private development improvement plans, subdivision improvement plans, subdivision maps, parcel maps, and permits conform to District policies and requirements.
- Prepares, manages and coordinates the development of the Public Works budget, prepares forecasts of necessary funds for staffing, materials and supplies, presents, justifies and defends programs, operations and activities, monitors and approves expenditures, discusses and resolves budget issues with appropriate staff, implements adjustments as necessary.
- Serves as a resource for department personnel, District staff and other organizations, coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings, stays current on issues relative to the field of public works and service delivery responsibilities, maintains a customer service orientation within the department, responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.
- Reviews and approves all new development projects, specifically the approval of plans and specifications and provides through staff, quality control including final project approval, establishes appropriate Development Impact Fees to construct new public infrastructure, wastewater and water.
- Represents the department at Board of Directors, committee, planning, personnel, and other meetings.
- Plans, administers, assigns and supervises all engineering duties and activities.
- Provides construction inspection on public projects and private projects which will ultimately connect to or be maintained by the District.
- Performs services as Engineer.
- Explores, writes, and manages Grants for Water, Wastewater, and Parks Department activities and services.
- Manages bid process through completion of project with direct communication to awarded party along with all necessary reporting at the state and federal level.

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DESIRABLE QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of public works administration, organization and operation.
- Principles and practices of equipment maintenance, water and wastewater design and operation, facilities maintenance, and public utilities.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Basic principles of mathematics.
- Applicable local, State and Federal laws, codes and regulations including District, county and state building codes.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices and equipment.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Principles of land use planning, flood control, CEQA and NEPA requirements.
- Occupational hazards and standard safety practices.

Ability to:

- Plan, direct, manage and coordinate the work of the Public Works Department.
- Facilitate group participation and consensus building.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Interpret, explain and apply applicable laws, codes and regulations.
- Plan, organize, train, evaluate and direct work of assigned staff.
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

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- Operate an office computer and variety of word processing and software applications; safely and effectively operate engineering tools and equipment.

REQUIREMENTS

Minimum requirements:

- Possession of a valid class “C” California driver’s license.
- Must be insurable by District’s auto liability insurer.
- Bachelor’s degree in engineering from an accredited college or institution recognized by an Accreditation Board for Engineering Technology (ABET).
- Two Years of increasingly responsible professional experience in the required specialty field in a Public Works agency, including one years of administrative and supervisory responsibility.

Preferred requirements:

Any combination of experience and education that has provided the knowledge, skills and abilities necessary for Public Works. A typical way to obtain the required knowledge and abilities would be to possess the equivalent of:

- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements:

- While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
- Must be able to sit at a confined workstation for extended periods or work at a drafting table for extended periods while performing essential duties.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
- May be required to lift and move as much as 25 pounds.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : June 17, 2024

TO : Board of Directors

CC : John Tillotson

RE : Proposed Salary for Public Works Manager.

Included in your board package is a draft position description for the Public Works Manager position.

The proposed monthly salary range for this position is as follows:

\$124,800 to \$151,700 annually