

City of Signal Hill

PUBLIC WORKS DIRECTOR

Bargaining Unit: N/A – Management

Established Date: April 14, 2026

CENTRAL PURPOSE OF JOB

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works Department, including design, engineering, and construction activities, maintenance and operations of water distribution systems, streets, fleet services, facilities, water quality and environmental compliance, development and implementation of the City's Capital Improvement Program (CIP), Geographic Information System (GIS) services, and property management; coordinates assigned activities with other City departments, officials, outside agencies, and the public.

DISTINGUISHING CHARACTERISTICS:

This is a department director, executive management level classification, which oversees all functions, operations, and personnel of the Public Works Department, which includes engineering, streets, fleet, water, facilities maintenance and implementation of City's CIP. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with established City policies and administrative guidelines; provide responsible and complex staff support to the City Council, City Manager, and other City personnel; and perform other related duties as required.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Directs, plans, manages, and evaluates the operations, programs, policies, standards, and procedures of the Public Works Department, including utility maintenance, design, planning and development services, construction and utility services, fleet and facilities maintenance, and traffic engineering,
- Plans, directs, and reviews the construction, operation and maintenance of the City's street, park, building, and water facilities including vehicle and equipment enterprise.

Exhibit A

- Plans, directs and review all public works engineering activities, including design, surveying and inspection.
- Oversees the administration of engineering consulting contracts and progress payments; reviews major planning and policy issues, legislation, and complaints with citizen, advisory, and inter-agency bodies and commissions, and advises the City Manager and City Council.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Selects, supervises and evaluate consulting engineering services; prepares requests for proposals; coordinate activities and provide technical assistance.
- Confers with and advises administrative staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications; and the design and operation of traffic systems.
- Reviews plans, engineering reports, budget estimates, and proposed ordinances submitted by department staff and consulting engineers.
- Prepares, approves and presents departmental plans, studies, activity and agenda reports, and recommendations on behalf of the department to the City Manager, City Council, commissions, advisory groups and professional associations.
- Evaluates and recommends the award of contracts for professional engineering, architectural services, and construction contractors.
- Responds to and resolve difficult citizen inquiries and complaints and meet with the public in small and large groups to discuss city public works policies, practices and problems.
- Determines need for new equipment and facilities, major repair and rebuilding projects.
- Supervises and prepares, controls, and evaluates departmental operating and capital budget expenditures.
- Coordinates public works and engineering activities with other city departments and with outside agencies.
- Determines departmental staffing needs; selects, trains, motivates, and evaluates staff; prepares and presents employee performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with the Human Resources .
- Maintains departmental awareness of state-of-the-art developments in management and the fields of specialty.

MARGINAL FUNCTIONS

- Perform various related duties as required.

Exhibit A

Minimum Training and Experience

Any equivalent combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. Typical qualifications are:

Experience: Six (6) years of management and/or administrative experience in engineering, public works operations and maintenance, business or public administration, or a related field is required including four (4) years of supervisory experience.

Education: Bachelor's Degree in civil engineering, public administration or a related field is required.

Licenses and Certificates: Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

Highly Desirable Qualifications: Possession of a certificate of registration as a professional civil engineer in the State of California is highly desirable.

KNOWLEDGE AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of community services program development and management in a municipal setting.
- Principles and techniques of community services long-term maintenance planning and budgeting.
- Methods, materials, and techniques used in the construction of community services projects.
- Principles, procedures, and practices for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.

- Applicable Federal, State, and local laws, codes, and regulations. and evaluation, and the training of staff in work procedures.
- Principles, practices, methods, theories, and trends in volunteerism and volunteer management.
- Technical, legal, financial, and public relations problems associated with the management of community services programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, computer equipment and computer applications.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Environmental Adaptability:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications

Exhibit A

are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.