

RESOLUTION NO. 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MERCED, CALIFORNIA,
AMENDING THE PERSONNEL ALLOCATION IN
THE PUBLIC WORKS DEPARTMENT BY
DELETING ONE PUBLIC WORKS DIRECTOR
POSITION AND AMENDING THE JOB
DESCRIPTION AND SALARY RANGE FOR THE
PUBLIC WORKS DIRECTOR**

THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY
RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The Classification Plan of the City of Merced is hereby amended by amending the personnel allocation in the Public Works Department by deleting one Public Works Director position.

SECTION 2. The Classification Plan of the City of Merced is hereby amended by amending the job specifications for the position of Public Works Director at salary range 875. The job description for the Public Works Director shall be as set forth in Exhibit "A" attached hereto.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the ____ day of _____ 2015, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

Mayor

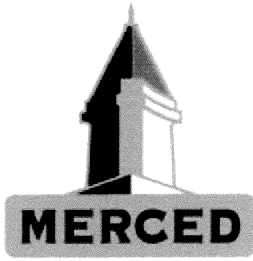
ATTEST:
JOHN M. BRAMBLE, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:
RANDOLPH S. HOM, CITY ATTORNEY

Kelly Fincher 8/13/15
City Attorney Date

**Director of Public Works**

Bargaining Unit: Unrepresented - Executive
Management

Class Code:
2800

CITY OF MERCED
Established Date: Jan 12, 2010
Revision Date: Jun 19, 2015

SALARY RANGE

\$0.00 Hourly
\$0.00 Biweekly
\$0.00 Monthly
\$0.00 Annually

CLASS CONCEPT:
DEFINITION

Under direction of the City Manager, to plan, direct, organize, coordinate, supervise and review the activities of the divisions comprising the Public Works Department; to formulate departmental policies, goals, and directives; to provide highly responsible professional and technical staff assistance to the City Manager on public works matters; to foster cooperative working relationships with citizen groups and other agencies; and, to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the top level management classification that has responsibility for overall policy development, program planning, fiscal management and operation of assigned divisions comprising the Public Works Department. Incumbents are responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives.

REPORTS TO

City Manager

CLASSIFICATIONS SUPERVISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support personnel.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Develops and directs the implementation of goals, objectives, work standards and departmental administrative policies and procedures;

Plans, organizes, coordinates and directs, through subordinate supervisors, specific public works functions of the City;

Works closely with the City Manager, City departments and a variety of public and private organizations to develop programs and implement projects to solve problems related to public works issues;

Interprets City regulations, codes and applicable laws and provides technical assistance to staff and commissions;

Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness;

Develops the Public Works Department budget and makes presentations justifying expenditure levels; monitors on-going budget expenditures and initiates transfers, as needed;

Confers with and gives guidance to division managers regarding matters affecting employer-employee relations; provides for the selection and termination, work review and professional development of staff;

Coordinates the formulation of long-range planning, including financial and capital improvement programs and budget;

Represents the City and Public Works Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs;

Directs the preparation of and/or personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records;

Monitors development related to designated service areas, evaluates their impact on City operations and implements policy and procedure improvements;

Maintains departmental awareness of state-of-the-art developments in management and the fields of Public Works operations;

Ensures work safety requirements and safety training programs are met;

Responds to and resolves citizen inquiries and complaints;

Responds to questions and provides information regarding assigned areas of responsibility; and

Ensures that utility systems and facilities meet State and EPA requirements.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work may be performed outside in varying temperatures; frequent contact with staff and the public.

Knowledge of:

Methods, equipment (including maintenance, operation and utilization) time, materials, and techniques used in public works maintenance, repair, and construction of facilities.

Principles of public works planning and development.

Budget development, administration, and expenditure control.

Data processing methods, equipment, and principles applicable to public works services and operations.

Federal, State and Local laws, rules, regulations, and policies affecting public works operations and services.

Contract and grant development and administration.

Principles of management, supervision, training and employee evaluation.

Technical, legal, financial and public relations problems involved in the conduct of municipal public works programs.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to proposed municipal facilities.

Safety regulations related to maintenance and repair of public works facilities.

Guidelines under the Americans with Disabilities Act.

General methods, tools and equipment used in public works operations and maintenance.

Ability to:

Plan, organize, manage, and direct the functions and services of the City's Public Works Department.

Plan, manage, and oversee a variety of services, projects, and programs.

Provide supervision, training and work evaluations for assigned staff.

Provide a variety of consultation to City elected officials, management, and staff.

Develop and administer grants and contracts.

Prepare comprehensive and complex technical reports.

Use a computer and appropriate software in performing management and administrative responsibilities.

Effectively represent the City and the Public Works Department in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of the requirements for a Bachelor's degree from an accredited college or university with major course work in business, engineering, finance, economics, public administration or a related field and five (5) years of increasingly responsible professional Public Works experience with at least three (3) in a Public Works management or supervisory capacity.

May require one or more licenses or professional certifications related to the specific technical discipline(s). May require professional certification within a specific timeframe as mandated by national, state or locally recognized agency.

Special Requirements:

Possession of a valid California driver's license, issued by the Department of Motor Vehicles.

SUPPLEMENTAL INFORMATION:

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by the City Manager.