

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**DIRECTOR OF PUBLIC WORKS**

**DEFINITION**

Under direction of the City Manager, develops and manages the staff and programs of the Department of Public Works consisting of the divisions of Streets, Building Maintenance, Engineering, Building Inspection and Electrical, and performs related work as required.

**EXAMPLES OF DUTIES**

Implements the Department's Capital Project Program assuring that projects are well designed, maintenance sensitive and completed on schedule. Analyzes labor costs versus capital costs to ensure that the City's resources are being maximized and high production standards are achieved. Ensures long term viability of equipment and facilities through comprehensive preventive maintenance programming. Transitions from a traditional municipal operation to one with system orientation. Devises standard analytical models and methods of impact fee assessment that ensure short and long term cost recovery. Creates management and information systems that facilitate proactive organizational planning. Assesses the use of state of the art equipment and materials. Provides for effective staff and program coordination among all divisions. Selects, supervises, trains and evaluates staff. Simplifies and regulates the development permit process.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Infrastructure planning; public works construction; project management; current principles, methods and practices related to a broad range of public works operations and projects; Practices that ensure loss prevention and employee safety: state of the art public works operations; long term planning.

**Ability to:** Create management systems: promote staff development; function as member of executive management team; communicate effectively both orally and in writing; solve problems creatively: work with a diverse and ethnically mixed staff: deal effectively with internal organizational issues: maintain effective working relationships with policy makers, administrative personnel, subordinates and general public; write and present concise and comprehensive reports; interact positively and cooperate with co-

workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** A minimum of five years of increasingly responsible professional experience managing a public works program desirably in a City Manager form of municipal government.

**Education:** Bachelor's degree in Public Administration, Business Administration, Engineering or other closely related field.

**License:** Possession of a valid Class C California Driver's License

R: 02/2007