



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Public Works

POSITION: Public Works Director/City Engineer

SALARY: Dependent on Qualifications
Contract Position

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS: 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 these abilities and knowledge would be:

Degree from accredited college or university in civil engineering or related field and a minimum of five years increasingly responsible and varied experience involving the design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of professional and sub-professional personnel.

Licenses/Certificates – Registration as a Professional Engineer in Civil Engineering is required. Professional Land Surveyor certification issued by the State of California Board for Professional Engineers and Land Surveyors is desired. A valid Class C driver's license is also required.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: November 14, 2016 by 5:00 PM
(Posted 10/06/2016)

CITY OF BRAWLEY
PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION:

Under general direction, this position manages, supervisors and directs the Public Works and Engineering activities of the City. Public Works activities include: (1) maintenance and operation of water and wastewater treatment plants; (2) maintenance of streets, water and sewerage systems; (3) solid waste operation; (4) vehicle maintenance; (5) airport operations; (6) animal control; and (7) related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Specifically, the position performs a variety of simple to complex tasks and related work as required including, but not limited to the following:

General

- Advises the City Manager and Council on pending matters and issues affecting the department.
- In cooperation with the Personnel Officer, directs the training and development of departmental personnel and reviews and/or makes evaluations of employee performance.
- Helps in the selection process and/or recommends the selection of personnel and administers disciplinary actions.
- Coordinates the work of the department with the work of other departments and/or public agencies.
- Prepares budget estimates and work programs and administers the departmental budget.
- Represents the city in City Council, community, and other agency meetings.
- Supervises the maintenance of files and records of departmental activities.

Public Works

- Manages, supervises, and directs the department staff.
- Plans, organizes, directs, coordinates, and controls the activities of the various divisions of the department.
- Makes special studies of public works problems and projects and makes recommendations.
- Oversees maintenance and operations of Water and Wastewater Treatment Plants.

Engineering

- Manages, supervises and directs the department staff.
- Plans, organizes, directs, coordinates, and performs professional engineering work in the design, construction and maintenance of streets, water and sewerage facilities, drainage structures, sidewalks, airport facilities, and other improvements.
- Prepares and maintains ten-year Capital Improvement Program.
- Applies for federal and state grants for street, colonia areas, and airport projects.
- Prepares the necessary documents to select consultants for Public Works Projects and other professional services.
- Prepares and implements contracts for city's consultants.
- Administers state and federal grant programs.
- Manages and directs consultants' performance.
- Reviews and recommends payment request from consultants and contractors.

- Oversees construction management and inspection services provided by consultants.
- Reviews and approves tentative and final maps for new subdivisions.

DESIRABLE QUALIFICATIONS:

Knowledge of – Engineering principles and practices as applied to the field of public works including planning and development, design, construction, operation, and maintenance; methods of preparing specifications, estimates, reports, and recommendations relating to municipal and proposed public works facilities; principles and practices of organization, administration, budget, and personnel management.

Ability to – Organize, direct, and coordinate the work of a number of divisions engaged in varied technical and maintenance activities; prepare and/or review the preparation of plans and specifications for streets, sewer and storm drain systems, and other public works projects; prepare comprehensive and complex technical reports; communicate clearly overall and in writing; develop and maintain effective working relationships with subordinates, public commissions and organizations, City officials, and other governmental agencies; and select, supervise, train, motivate, and evaluate staff.

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 these abilities and knowledge would be:

Degree from accredited college or university in civil engineering or related field and a minimum of five years increasingly responsible and varied experience involving the design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of professional and sub-professional personnel.

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WORKING CONDITIONS

ENVIRONMENT/PHYSICAL DEMANDS: This position is primarily administrative in nature, working indoors a majority (up to 80%) of the time. Completes tasks such as reading and reviewing reports, papers and other documents; writes reports, papers, correspondence and other documents. This portion of the job will require acute mental skills, a lengthy attention span, and involves intermittently sitting (approximately 50% of the time), walking (20%), and standing (25%). Work requires a high degree of manual skill, the ability to hear, focus on close work, and the use of hands and fingers. Interaction with co-workers is an everyday occurrence and requires the ability to direct, negotiate, and mediate. The ability to properly operate or use the following equipment is necessary for this position: Telephone, personal computer and associated software, fax machine, photocopy machines, calculator, and other office equipment; personal or City vehicle.