



**CITY OF CALIMESA**  
invites applications for the position of:  
**PUBLIC WORKS DIRECTOR**

\$104,845 to \$133,811 Annually

Closing Date: Open until filled

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**DEFINITION**

Under general administrative direction, to serve as the principal administrative officer for the Public Works Department; to plan, direct, review, and manage Department activities and operations focused on providing a wide range of public services activities; and to perform other duties as required.

**ESSENTIAL JOB FUNCTIONS**

Depending on assignment, duties may include, but are not limited to, the following:

1. Plan, organize, manage, lead, and direct the overall operations, maintenance and repair of a variety of municipal services including, but not limited to, City streets, parks, landscape, facilities and fleet maintenance.
2. Oversee Public Works functions including permit issuance, inspections, water quality and waste management reporting, graffiti removal and weed abatement programs, development agreements, Capital Improvement Project Programs, Citizen Patrol and Emergency Management.
3. Select, assign, train, direct, and evaluate subordinate staff; assure training and guidance for staff involved in various aspects of public works and related services; oversee and implement disciplinary personnel actions when necessary.
4. Participate as a member of the City's Executive Team; provide assistance to the City Manager and the City Council on Capital Improvement Project Programs and Public works service-related matters.
5. Oversee project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.
6. Maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services; attend meetings, conferences, and workshops as assigned.
7. Develop, plan, and implement Department goals and objectives in accordance with the core purpose, mission, vision, and values of the City; develop, recommend, and administer policies and procedures; establish priorities; monitor the efficiency and effectiveness of Department work products through quality control and related activities.
8. Prepare, administer, and recommend the Department budget; analyze fiscal data to identify and project resource needs; obtain needed resources; develop strategies to increase Department funding; develop and monitor grant-funded programs; monitor and approve budget expenditures.

9. Coordinate assigned activities with City officials, other City departments, and outside agencies as appropriate; participate on committees and boards and in community activities as assigned; determines applicable codes, regulations, and requirements for assigned projects.
10. Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
11. Implement, enforce, coordinate and manage the City's Construction and Demolition Recycling Ordinance.
12. Review, approve, process and issue Public Works permits including Encroachment, Stock Pile, Haul, Import and Export permits.
13. Integrate and direct department staff with required maintenance and repair of the City's Public Works water distribution and waste management collection infrastructure; administer and facilitate the City's water quality permit.
14. Oversee the Citizen Patrol program including operations and maintenance of assigned vehicles; serve as staff liaison to the City's Public Safety Commission.
15. Manage the City's Emergency Operations and regularly participate in training provided by the County, State, Federal agencies in preparation for unforeseen emergencies and disasters.
16. Direct and/or participate in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; make presentations to City officials as required.
17. Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Municipal public works planning, designing, maintenance and construction, streets, traffic and utilities maintenance programs.
- Principles related to public buildings, and capital facilities planning and development.
- Applicable City policies, laws and regulations affecting Department activities.
- Principles and practices of modern public administration including planning, organizing, staffing, supervising, training and managing financial and human resources.
- Principles and practices of budgetary development, control, and administration.
- Techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities.
- Public relations practices and techniques.
- Research methods; report writing techniques; statistical concepts and methods.
- Principles and techniques of project management.

### **Ability to:**

- Lead, administer, and oversee a municipal Public Works Department.
- Develop and implement service-related strategic plans, policies, and procedures.
- Analyze complex technical and administrative problems, evaluate alternatives, recommend solutions, and prioritize work.
- Read and interpret complex laws and regulations regarding parks and public works related.

- Prepare clear and concise reports, correspondence and other written materials.
- Select, lead, manage, supervise, motivate and evaluate staff and provide for their training and professional development.
- Establish and maintain cooperative working relationships with the City Council and a variety of citizens, public and private organizations, boards and commissions and city staff.
- Communicate effectively, orally and in writing.
- Represent the City in a professional, effective manner.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.

### **Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience* – Five years of increasingly responsible professional public works experience of which at least three years were in a supervisory capacity, and

*Education* – Bachelor’s degree from an accredited college or university in civil engineering, public administration or a related field. A Master’s degree is highly desirable.

### **Special Requirements:**

Possession of a valid California Class C driver’s license and good driving record. Possession of a Professional Engineer’s license is highly desirable.

### **Physical Requirements and Environmental Conditions:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office and field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

### **Application and Selection Process**

A completed City application must be thoroughly completed. Post marks or facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a City application form. The position will remain open until filled.

### **Medical Requirements**

Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at City expense and conducted by a physician designated by the City.

### **Employee Benefits**

All employees who are employed on a full-time basis, except seasonal and temporary employees (forty [40] hours per week), shall be eligible for health, dental and vision insurance coverage, which becomes effective on the first of the month following the employment date and continuing throughout the month of separation. The City provides a Flexible Health Benefit Plan with a monthly amount of \$800.00, where employees can choose an appropriate health plan for them and their families.

	<b>Benefit Description</b>
<b>Health Insurance</b>	Health Net (Employee and Family Plans)
<b>Dental Insurance</b>	Delta Dental (Employee and Family Plans)
<b>Vision</b>	Vision Service Plan (VSP) (Employee and Family Plans)
<b>Life Insurance</b>	Lincoln Life Insurance (Mgmt 1.0 times annual salary – all others \$50,000)
<b>VEBA</b>	CALGOVEBA (A Flexible Spending Account – Pre Tax Deduction Per Pay Period)
<b>Flexible Spending Account</b>	Ceridian (Optional - \$1,500 per year)
<b>ICMA Deferred Comp</b>	ICMA-RC (Voluntary Deferred Compensation Plan)
<b>AFLAC</b>	Voluntary Supplemental Plans available as follows: Short Term Disability, Accidental, Term Life, Dental, Specified Health Event, Cancer
<b>RETIREMENT</b>	<p>New hires with recent service with CalPERS, are on the 2% at 60 plan and a 3-year average formula with the City paying the employee rate.</p> <p>New hires who established CalPERS membership prior to January 1, 2013 and who are hired by a different CalPERS employer after January 1, 2013 after a break in service of greater than six months will pay 6.2% of the employee rate and will be placed on the 2% @ 62 Plan, with a 3-year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>New hires with no CalPERS services as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>The City does not participate in Social Security.</p>

### **Holidays/Vacation/Sick/Management Leave**

City employees receive 12 paid holidays, 2 floating holidays and an employee birthday holiday per year. 80 hours of annual vacation and 96 hours of annual sick leave. Exempt employees receive 40 hours of management leave per year.