

EXHIBIT A

Resolution No. 5254

CITY OF SOLEDAD

APPROVED: 12/7/2016
FLSA: EXEMPT

PUBLIC WORKS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex technical and office support related to all programs and activities of the Public Works Divisions assigned; administers current and long-range planning activities; manages the effective use of the appropriate City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director in areas of expertise; acts as department head in the absence of the Public Works Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and general supervision over staff assigned to water and storm water operations and maintenance, laboratory and regulatory compliance. Coordinates and monitors the work of outside contractors, vendors and consultants as assigned.

CLASS CHARACTERISTICS

This is a single-position classification that manages assigned divisions of the City's public works maintenance and operations activities including water system treatment, distribution pipes, wells and maintenance and operations of related appurtenances, laboratory testing and analysis and storm water operations and regulatory compliance. Responsibilities include performing diverse, specialized and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing divisional-level support to the Public Works Director in a variety of areas. Successful performance of the work requires an extensive background and skill in coordinating work of the assigned divisions. The incumbent is responsible for the implementation of the Urban Water Management Plan, Water Master Plan, Recycled Water Ordinance, Storm Water Ordinance and Storm Water Management Plan. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all functions of the Department and for developing, implementing and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages and oversees the daily functions, operations and activities of assigned Public Works Divisions.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Manages and coordinates the work plan for the assigned divisions; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the selection, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and reviews staff and regulatory reports related to water, laboratory and storm water; assists with reports presented to the City Council and other commissions, committees and boards; performs a variety of public relations and outreach work related to assigned activities.
- Manages and participates in the development and administration of the division budget; oversees the budget for the divisions assigned.
- Provides complex staff assistance to the Public Works Director; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to assigned programs, policies and procedures as appropriate.
- Inspects and approves new construction and development for proper water distribution systems, facilities, services and locations.
- Provides input to Development Engineers to assure coordination of new development with water and storm water needs.
- Coordinates with water engineering professionals to assure development of needed capital projects and maintenance of system plans and records.
- May serve as Project Manager for construction of water and storm water projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the related fields; researches emerging products and enhancements and their applicability to City needs.
- Establishes and maintains laboratory licensing under the Environmental Laboratory Accreditation Program (ELAP).
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Responds to maintenance and repair emergency situations as required.
- Acts as Acting Public Works Director if and when needed during Public Works Director absences.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, project and program management, development, implementation and evaluation.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures, either directly or through subordinate levels of supervision.
- Applicable Federal, State and local laws, codes and regulations related to the operation of assigned Public Works Division.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned division.
- Recent and on-going developments, current literature and sources of information related to the operations of the assigned divisions.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- 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:

- Recommend and implement goals, objectives and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Perform the most complex maintenance duties and operate related equipment safely and effectively.
- Interpret, explain and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Conduct research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional and regulatory organizations and in meetings with individuals.
- 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 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 and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in water, engineering or a related field and eight (8) years of increasingly responsible experience, including at least three (3) years in a management/supervisory role with experience in the management of a Water Distribution System.

Licenses and Certifications:

- Valid California class C driver’s license with satisfactory driving record is required at time of hire.
- Possession of a Grade III Water Distribution Operator Certificate issued by the State of California Water Resources Control Board (SWRCB) is required at time of hire
- Eligibility for Grade IV Water Distribution Operator Certificate issued by the State of California Water Resources Control Board (SWRCB) is preferred at time of hire.
- Eligibility for a Grade I Water Treatment Operator Certificate issued by the State of California Water Resources Control Board (SWRCB) is preferred at time of hire.
- Eligibility to take the Qualified Storm Water Pollution Prevention Plan Practitioner (QSP) Exam is preferred at time of hire.
- Possession of a Laboratory Technician Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; to identify mechanical issues; to identify and locate parts and repair tools/equipment; strength, stamina and mobility to perform light to medium physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees predominantly work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances.

Employees also may be exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.