CITY OF ST. HELENA

RESOLUTION NO. 2008-25

APPROVING A DEPARTMENT OF PUBLIC WORKS
ADMINISTRATIVE POSITION AND AMENDING
THE EMPLOYEE CLASSIFICATION SCHEDULE

RECITALS

A. The Department of Public Works has broad areas of responsibility for water, wastewater, streets and stormdrain services within the City Limits, the greater service area of the City’s water enterprise and for regional planning, implementation and regulatory entities including the NCT&PA (transportation), NCFC&WCD (flood control, stormwater quality, and water conservation), NCRCD (resource conservation), WICC (watershed information), LAFCO, NOAA Fisheries, the Water Board, the Department of Fish and Game, the Corps of Engineers, and FEMA;

B. The Department of Public Works is responsible for substantive contributions to approval of virtually every private development application processed by the City as well as those processed by the County that involve our water or other potential impacts to the City;

C. The Department of Public Works is responsible for maintenance of existing as well as design and project delivery of every capital improvement project needed by the City and its water and wastewater utilities;

D. Creation of the position of Assistant Director or Public Works/Assistant City Engineer is needed to assist the Department of Public Works in better and more productively serving the City of St. Helena and its customers;

E. On July 11, 2000 the City Council enacted Ordinance 2000-4 which gave the City Manager the authority to “appoint competent, qualified officers and employees to City employment”;

RESOLUTION

NOW, THEREFORE, the City of St. Helena resolves as follows:

1. Establishment of an Assistant Director of Public Works/Assistant City Engineer position as described in the Job Description attached and incorporated herein effective March 1, 2008 at Salary Range 111.6 and amendment to the Employee Classification Schedule are approved.

Approved at a Regular Meeting of the St. Helena City Council on March 25, 2008 by the following vote:

AYES: Councilmembers Schoch, Novak, Potter, Mayor Britton
NOES:
ABSENT: Councilmember Sklar
ABSTAIN:

APPROVED:                           ATTEST:

Deford Britton  
Mayor                                      Delta Gujósa  
City Clerk
CITY OF ST. HELENA

ASSISTANT DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY ENGINEER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under administrative direction, assists the Director of Public Works/City Engineer in the planning, administering, directing and coordinating of all of the activities of the Department of Public Works; to analyze and make recommendations of organization, financial management and procedures; and to act for the Director of Public Works in that person's absence.

DISTINGUISHING CHARACTERISTICS:

This is a single management position class in the Public Works Department responsible for establishing, interpreting and carrying out overall departmental policies. This position functions as the chief assistant and is responsible for program supervision and coordination; and differs from Supervisor or Chief positions in that those positions are responsible for only a major component, program or division within the Department (Water Treatment, Wastewater Treatment, Street and Sewers, Water Distribution, Buildings, and Administration). This classification is distinguished from the next higher classification of Director in that the latter has overall responsibility for administering the Department's operations and reports to the City Manager.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Public Works/City Engineer.

Responsibilities include direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS:  
(include but are not limited to the following)

1. Assist in planning, administration, direction and coordination of the activities of the department, which includes street, sidewalk and buildings maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, and facilities; coordinates activities with other City officials, departments, outside agencies, and the public.

2. Analyze and make recommendations on organization, financial management and procedures; analyze the financial status of the various budget units administered by the Department of Public Works; assist in departmental budget preparation and personnel administration, prepare and review a variety of plans; develop and implement the department's capital improvement program and budget; direct the preparation of plans, specifications, cost estimates and contract documents; oversee the administration of contracts; visit construction sites to ensure conformance of construction to plans or to identify design elements; review and approve payments and billings for contract services.
3 Assume responsibility for a variety of personnel actions including assisting with selections and promotions, conducting performance evaluations and recommending disciplinary actions and dismissals.

4 Assist in developing appropriate departmental goals, programs, policies and priorities; plan, coordinate and direct the efforts of the department to meet departmental objectives; evaluate work methods and procedures for improving organizational performance, enhancing services and meeting goals.

5 Review and analyze staffing needs; monitor and evaluate the department’s operations and effectiveness; develop and recommend improvements and implement changes; plan, direct and develop the department’s work plan; assign work activities and responsibilities to appropriate department personnel; review and evaluates organizational effectiveness and productivity; identify and resolve problems and/or issues.

6 Oversee the selection, training and evaluation programs for Public Works personnel; provide or coordinate in-service training; identify and resolve staff deficiencies; fulfill discipline procedures; review the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.

7 Confer with department heads and department personnel on project planning, feasibility studies, grant applications, design and construction, modernization and repair work.

8 Coordinate the following: preparation of engineering plans, details, estimates, specifications, subsequent field work and environmental considerations; construction contracts for capital improvement projects and the acquisition of necessary properties; engineering and construction activities in other departments and governmental agencies; and the purchase of materials and supplies.

9 Perform complex and difficult engineering work, special assignments and projects; prepare comprehensive engineering reports and records of the department’s activities; initiate and answer correspondence.

10 Monitor the condition of the City’s infrastructure, including streets, sidewalks, curbs, gutters, buildings, parks, trees, storm drains, water facilities, sewer collection, wastewater treatment plant, and other related facilities and equipment for maintenance, repair and replacement.

11 Serve as a resource for department personnel, City staff, other organizations and the public; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment; coordinate project reviews with other departments.

12 Attend and participate in professional and community meetings; stay current on issues relative to the field of public works and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries, issues and complaints.

13 Keep abreast of procedures, regulations and rules of Federal, State and local programs for their impact on City programs and financing.
14 Act for the Director of Public Works in that person’s absence, and represent the department before meetings, conferences, interested groups and individuals on the department’s programs.

15 Perform related duties as assigned.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:  \textit{(The following are minimal qualifications necessary for entry into the classification.)}

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant Director of Public Works/Assistant City Engineer. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity, and a bachelor’s degree in civil engineering.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver’s license and possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers.

**KNOWLEDGE/ABILITIES/SKILLS:**  \textit{(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)}

**Knowledge of:**

Modern principles, practices and techniques of public works administration, organization and operation; principles, practices and techniques of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works; principles and practices of program and budget development, administration and evaluation; principles and practices of street and building maintenance, equipment maintenance, storm drainage system maintenance, water system maintenance, wastewater treatment plant maintenance, facilities maintenance, capital projects, and public utilities; methods and techniques of supervision, training and motivation; applicable federal, state
and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices. Regulations and legislation relevant to flood control and other related matters, surveying, engineering mathematics and stress analysis, common descriptions of real property, State and Federal standards and requirements relating to grant-in-aid programs available to Public Works, applicable sections of the Streets and Highways Code, the Health and Safety Code, the Government Code, the Water Code, the Vehicle Code and the Business and Professional Code of the State of California.

**Ability to:**

Plan, direct, manage and coordinate the work of the Public Works Department; read and interpret maps, sketches, drawings, specifications and technical manuals; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop, present and administer a program budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. Perform technical research work and make detailed analysis; make recommendations; develop, justify and maintain departmental budgets; effectively plan, assign, direct and review the work of a professional and technical staff; develop, organize and effectively coordinate programs, projects and activities; establish and execute departmental policies and procedures; analyze situations accurately and take effective action; prepare and present clear and concise correspondence, reports and recommendations; communicate effectively both verbally and in writing; represent the Department in all matters during the absence of the department head; establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector and the public.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate engineering tools and equipment.