



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

August 13, 2019

SUBJECT: Council consideration and potential adoption of Resolution No. 28-19 updating the classification specification for the position of Public Works Director

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Adopt Resolution No. 28-19 as presented.

Background/Discussion

As you are aware, Don Scott will be retiring in January of 2020. In preparation for recruitment of a new Public Works Director, the classification specification has been reviewed and updated. While the City Manager is authorized to recruit and hire, approval of the classification specification is a policy action for Council consideration as outlined in Wheatland Municipal Code Section 2.156.050 and the adopted Personnel Rules.

The key updates to the classification specification include:

1. A clear statement that, because the Public Works Director serves as the Chief Plant Operator for the wastewater plant, the position requires Grade 3 Wastewater Treatment certification from the California State Water Quality Control Board;
2. Update to physical requirements, indicating the Public Works Director may be required to lift objects of 50 pounds.

Following approval of the classification specification, recruitment for the position is expected to begin in September.

Alternatives

Council may choose not to adopt the job description.

Fiscal Impact

No fiscal impact.

Attachments

1. **Resolution No. 28-19**
2. **Updated Public Works Director Classification Specification dated August 13, 2019**
3. **Prior Public Works Director Classification Specification**

RESOLUTION No. 28-19

**AMENDING CLASSIFICATION SPECIFICATION
FOR PUBLIC WORKS DIRECTOR**

WHEREAS City of Wheatland Municipal Code Section 2.16.050 states that Personnel Rules shall be adopted by resolution of the city council; and

WHEREAS the adopted Personnel Rules state that changes to the classification system must be approved by the City Council; and

WHEREAS, the classification system includes the position of Public Works Director; and

WHEREAS, the classification specification for Public Works Director must be updated.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wheatland hereby adopts the attached updated classification specification for Public Works Director dated August 13, 2019.

PASSED AND ADOPTED by the City Council of City of Wheatland, State of California this 13th day of August 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Joseph Henderson, Mayor

**CLASSIFICATION SPECIFICATION
PUBLIC WORKS DIRECTOR- Exempt
August 13, 2019**

DEFINITION

Under administrative direction from the City Manager, the Public Works Director serves as the department manager and plans, directs, reviews and manages the staff, operations and services of the Public Works Department; functional areas of responsibility include street and park operations, and maintenance of water/ wastewater utilities; Establishes and maintains cooperative working relationships with other agencies; Provides highly complex technical and administrative support to the City Manager; and Performs a variety of duties relative to assigned areas of responsibility.

SUPERVISION EXERCISED

This position exercises direct supervision over supervisory, technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed:

1. Assume management responsibility of all City public works programs; plan, direct, review and manage the staff, operations and services of the Public Works Department; functional areas include parks and street operations and operation and maintenance of water and wastewater utilities.
2. Within City policy, develop, plan and implement the department's policies, procedures, goals and objectives; monitor department services to ensure effectiveness and make adjustments as necessary.
3. Oversee the development of the department's annual budget; approve department expenditures and monitor costs to ensure compliance with budget.
4. Provide recommendations regarding the installation of water and sewer lines and related facilities; responsible for the management of the City's physical infrastructure including streets, water and sewer systems, storm drainage, building and vehicle maintenance.
5. Plan and direct the operation and maintenance of the City's domestic water treatment and distribution system, and wastewater collection and treatment systems; determine the need for new equipment and facilities, major repair and rebuilding projects and make recommendations to the City Manager.
6. Act as a technical advisor to the City Manager on public works matters and develop comprehensive recommendations as needed; coordinate activities of the Department with those of other departments, outside agencies and organization; and work with those of other department directors and the City Manager in promoting the improvement of City services.

7. Evaluate public works needs and formulate short- and long-range plans to meet the needs of each area, which includes City roads, parks, sewers, storm drainage systems, and water/wastewater utilities.
8. Respond to a wide variety of complaints from the general public on public works related issues and problems.
9. Serve as department and City representative on a variety of boards, committees and commissions.
10. Supervise and conduct field inspections or municipal construction and repair work; work with developers and private engineering firms to coordinate the construction of new divisions; define and approve change orders to public works projects.
11. Prepare a variety of technical and administrative reports and documents; provide highly complex technical and administrative support to the City Manager.
12. Select, assign, train, direct, evaluate and discipline subordinate staff; implement hiring and termination processes.
13. Write necessary reports to regulatory agencies; communicate with regulatory staff concerning water/wastewater utilities. Prepare required reports to regulatory agencies.
14. Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public works and utilities, construction, maintenance and operations program.

Principles and practices of construction management.

Principles and practices of public works program development and administration.

Rules and regulations governing public works maintenance and operations programs, and water/wastewater utility operations, and regulatory compliance.

Principles and practices of contract administration.

Principles and practices of budget development and administration.

Principles and practices of public relations.

Principles and practices of supervision, training and performance evaluation.

Federal, state and local laws, codes and regulations.

Ability to:

Direct and manage the staff, operations and activities of a public works department including streets, parks and water/wastewater utilities.

Develop and administer service-related strategic plans, policies, and procedures.

Ensure department compliance with mandated regulations governing its operations, including water and wastewater treatment programs.

Read and interpret complex laws and regulations.

Interpret and apply City rules and regulations.

Prepare clear and concise narrative and statistical reports, correspondences, and reports.

Develop and administer department budget.

Supervise, train and evaluate assigned staff.

Communicate effectively orally and in writing.

Establish and maintain effective working relations with City staff, outside agencies, and the public.

Maintain physical condition necessary to perform assigned duties and responsibilities.

Minimum Qualifications: *Any combination of education and experience that would likely provide the above requirements is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration.

Experience:

Five years of increasingly responsible public works program administration experience, with at least two years of supervisory experience.

Required:

Possession of a valid California driver license appropriate for equipment operated. Must have Grade 3 or higher Wastewater Operator certification, issued by the California Water Resources Control Board.

Desired:

Possession of a D2 Water Distribution Operator Certificate within 24 months of appointment as issued by the California Water Resources Control Board.

Physical Requirements:

While work is performed in a typical office environment, some travel from site to site is required. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

**CLASSIFICATION SPECIFICATION
PUBLIC WORKS DIRECTOR- Exempt**

DEFINITION

Under administrative direction from the City Manager, to serve as the department manager and plan, direct, review and manage the staff, operations and services of the Public Works Department; functional areas of responsibility include street and park operations, and maintenance of water/ wastewater utilities; to establish and maintain cooperative working relationships with other agencies; to provide highly complex technical and administrative support to the City Manager; and to perform a variety of duties relative to assigned areas of responsibility.

SUPERVISION EXERCISED

This position exercises direct supervision over supervisory, technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed:

1. Assume management responsibility of all City public works programs; plan, direct, review and manage the staff, operations and services of the Public Works Department; functional areas include parks and street operations and maintenance of water/ wastewater utilities.
2. Within City policy, develop, plan and implement the department's policies, procedures, goals and objectives; monitor department services to ensure effectiveness and make adjustments as necessary.
3. Oversee the development of the department's annual budget; approve department expenditures and monitor costs to ensure compliance with budget.
4. Provide recommendations regarding the installation of water and sewer lines and related facilities; responsible for the management of the City's physical infrastructure including streets, water and sewer systems, storm drainage, building and vehicle maintenance.
5. Plan and direct the operation and maintenance of the City's domestic water treatment and transmission system, and wastewater collection and treatment systems; determine the need for new equipment and facilities, major repair and rebuilding projects and make recommendations to the City Manager and City Council.
6. Act as a technical advisor to the City Manager and City Council on public works matters and develop comprehensive recommendations as needed; coordinate activities of the Department with those of other departments, outside agencies and organization; and work with those of other department directors and the City Manager in promoting the improvement of City services.

7. Evaluate public works needs and formulates short- and long-range plans to meet the needs of each area, which includes City roads, parks, sewers, storm drainage systems, and water/wastewater utilities.
8. Respond to a wide variety of complaints from the general public on public works related issues and problems.
9. Serve as department and City representative on a variety of boards, committees and commissions.
10. Supervise and conduct field inspections or municipal construction and repair work; work with developers and private engineering firms to coordinate the construction of new divisions; define and approve change orders to public works projects.
11. Prepare a variety of technical and administrative reports and documents; provide highly complex technical and administrative support to the City Manager.
12. Select, assign, train, direct, evaluate and discipline subordinate staff; implement hiring and termination processes.
13. Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public works and utilities, construction, maintenance and operations program.

Principles and practices of construction management.

Principles and practices of public works program development and administration.

Rules and regulations governing public works maintenance and operations programs, and water/wastewater utility operations.

Principles and practices of contract administration.

Principles and practices of budget development and administration.

Principles and practices of public relations.

Principles and practices of supervision, training and performance evaluation.

Federal, state and local laws, codes and regulations.

Ability to:

Direct and manage the staff, operations and activities of a public works department including streets, parks and water/wastewater utilities.

Develop and administer service related strategic plans, policies, and procedures.

Ensure department compliance with mandated regulations governing its operations, including water and wastewater treatment programs.

Read and interpret complex laws and regulations.

Interpret and apply City rules and regulations.

Prepare clear and concise narrative and statistical reports, correspondences, and reports.

Develop and administer department budget.

Supervise, train and evaluate assigned staff.

Communicate effectively orally and in writing.

Establish and maintain effective working relations with City staff, outside agencies, and the public.

Maintain physical condition necessary to perform assigned duties and responsibilities.

Minimum Qualifications: *Any combination of education and experience that would likely provide the above requirements is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration.

Experience:

Five years of increasingly responsible public works program administration experience, with at least two years of supervisory experience.

License, Certificate, Registration Requirements:

Possession of a valid California driver license appropriate for equipment operated.

Physical Requirements:

While work is performed in a typical office environment, some travel from site to site is required. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.