



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
PUBLIC WORKS MANAGER
Class Specification

DEFINITION

Under general direction of the Director of Public Works, manages and oversees the daily functions, operations and activities of assigned public works functional areas including streets, sidewalks, storm water and drainage systems, street sweeping, traffic signage and striping, fleet, and building maintenance. The Public Works Manager is responsible for coordinating and administering public works projects contracts, ensures compliance with Federal, State, and Local governmental laws and regulations; and performs related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list of typical duties is illustrative only, and is not comprehensive listing of all functions and tasks performed by the position in this class. The duties are examples and are not intended to be all-inclusive or restrictive.

- Plans, organizes, directs, controls, integrates and evaluates the Capital Project program in Public Works;
- Manages and oversees public works programs, such as street maintenance, street sign maintenance and replacement, building maintenance including in-house supervision, planning, estimating, as well as contract development, management, and execution;
- Manage people and operations of the department;
- Ensures public works contracts are following all pertinent Federal, State, and Local laws and regulations;
- Interprets and explain rules, regulations, and procedures;
- Prepares staff reports, reports, recommendations, and correspondence on current and proposed projects;
- Oversees and provides technical expertise to staff and consultants;
- Provides project management for the construction of municipal public works projects, including assigned projects to ensure contractor compliance with time, budget, and funding parameters.
- Provides information to contractors concerning City inspections, traffic control, and permits requirements.
- Assist in the development of the fiscal budget, analyzes and provides recommendations on the Departments' budget;
- Maintains files and records for labor and DBE (Disadvantaged Business Enterprise) compliance review and reporting for construction projects;
- Plans and coordinates public outreach efforts;

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas;
- Participates in the selection of, training, coaching, and evaluation of assigned personnel;
- Serve as a liaison for the assigned public works function to other City departments, divisions, and outside agencies;
- Act as the City's Disadvantage Business Liaison Officer (DBLO) and prepares the City's Disadvantaged Business Enterprise (DBE) plan and reports for submittal to federal and state agencies for review.
- Coordinate the preparation of, or develop, engineering plans and specifications, coordinates required advertising for bids, review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Conduct as-needed utility coordination for various public works and private development projects.
- Review permit application plans and private development plans for conformance with State and City standards, codes, and ordinances prior to issuing any permit.
- May make presentations to City Council, City Commissions and other committees;
- May represent the Department at city meetings and/or regional agency meetings, as necessary;
- Perform other related duties as assigned and/or required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's degree from an accredited college or university with major coursework in civil engineering, structural engineering or closely related field; and,
- Five (5) years of professional responsible experience overseeing public works and managing public works operations, complex capital public improvement projects, and/or performing review of design and construction projects, with one (1) year of the experience required supervising staff.

Licenses, Certifications and/or other Special Requirements

- A valid Class C California driver license and the ability to maintain insurability in compliance with the city's policy.
- Possession and/or ability to maintain a current California Professional Engineer (PE) license preferred.
- Possession of Cal OSHA HAZWOPER 40- Hr Certification, Work Zone Safety Specialist Certification by IMSA; and Caltrans Labor Compliance Certification for federal funds requirements preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices, methods and techniques of public works programs, plans and maintenance;

Knowledge of principles of administration, economics, city planning, building standards, and sustainability practices

Knowledge of basic budgeting including cost estimate practices and procedures for complex capital projects;

Knowledge of applicable laws, codes, ordinances, regulations, policies and procedures including Federal, State and Local;

Knowledge of principles, practices, and coaching techniques of supervision, training and development;

Knowledge of State NPDES permit requirements in conjunction with construction and maintenance activities; fleet equipment and street maintenance, including repair of sewer infrastructure and storm drain inlets

Knowledge of civil engineering practices and standards and applicable City policies, laws, and regulations affecting Division activities

Knowledge of grant application and management;

Knowledge of record-keeping and file inventory methods;

Knowledge of and modern office practices, including operation of a desktop computer using Windows based software and aptitude to learn or use other specialized software;

Ability to effectively manage division activities, projects, and assigned staff to meet established deadlines;

Ability to coordinate and organize multiple projects and assignments;

Ability to observe and enforce safety practices and procedures;

Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures;

Ability to train, supervise, and evaluate personnel;

Ability to effectively communicate verbally and in writing;

Ability to read, understand, interpret technical reports, drawings, specifications, contracts, and graphs;

Ability to establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;

Ability to present proposals and recommendations effectively in public meetings;

Ability to develop clear, concise, and comprehensive reports, agenda items and surveys.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

An incumbent requires the ability to effortlessly work in an office environment involving moving from one area of the office to another; requires enough hand/eye coordination to perform repetitive desk movements in the operation of a desktop computer or other computer aided software or tools. Job tasks require sound and visual perception and discrimination, as well as the ability to communicate effectively, orally and in writing.

Physical demands include walking, standing, stooping, climbing and hand eye coordination from intermittent to prolonged periods of time. Field work involves exposure to various weather conditions, slippery surfaces, high elevations, and cramped positions. The position may occasionally be required to work on weekends or evenings.

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Exempt

Bargaining Unit: HEG

Civil Services Status: Non-Classified/At-Will

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