



City of Gonzales

Council Member Scott Funk, Council Member Lorraine Worthy, Council Member Maria Orozco

Mayor Jose L. Rios, Mayor Pro Tem Liz Silva, City Manager Carmen Gil

Small town, big heart! ~ ¡Pueblo chico, corazón grande!



City of Gonzales

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct, and manage the City's Public Works Department to include: capital improvement projects, wastewater collection and treatment, streets, water treatment and distribution, engineering, fleet maintenance, building and facility maintenance, and groundskeeping; to establish, implement, and communicate policies and procedures in regards to public works activities; to provide specialized and professional staff support, information and assistance to the City Council and City Manager and to participate as a responsible, proactive, and positive team member of the City's senior management team.

DISTINGUISHING CHARACTERISTICS

This is the senior level management classification to oversee and manage the Public Works Department. The incumbent in this single position job class participates in the formulation of policy, manages personnel and administers budget, develops and initiates programs and develops operational objectives. This job class is also responsible for providing leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations for Public Works Department and the City. This job class requires comprehensive specialized and technical knowledge and expertise in all aspects of public works maintenance and construction, water/wastewater systems, and other related activities. This job class also requires a high level of initiative, independent and sound judgment, discretion, as well as strong management and leadership skills.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive direction from the City Manager within a framework of stated goals and overall objectives.

Employees in this classification exercise direct supervision of the Public Works Supervisor and Public Works Administrative Assistant.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

- Plans, organizes, directs, and coordinates public works maintenance and construction programs, functions, and activities to include engineering, capital improvement projects, streets, grounds and parks, water and sewer treatment and distribution systems.
- Plans, directs, coordinates, and reviews a variety of construction and/or repair plans for public works projects; coordinates with contractors, engineers, vendors, and other departments in the planning, implementation, and completion of assigned programs.
- Initiates, directs, and coordinates the design of improvements to existing public works systems; assists in the review of construction plans for compliance with federal, state and local laws, codes and ordinances; coordinates efforts with other management staff within the City organization.

- Plans, organizes, directs, and supervises the functions and activities of the water and wastewater treatment facilities, collection and distribution systems; ensures proper testing, recordkeeping, and reporting in compliance with pertinent regulations and guidelines.
- Select, trains, evaluates and disciplines departmental personnel; coordinates and directs the development and maintenance of appropriate training programs and opportunities
- Formulates policies and procedures concerning activities of the department; establishes and maintains goals, objectives and action plans for accomplishment of stated and mandated goals; identifies and develops new and/or modified programs that would promote and enhance the mission, goals, and objectives of the Public Works Department and the City; initiates, directs, and provides leadership in the necessary research and analysis to justify the appropriateness of implementing any proposed programs, policies, and/or procedures.
- Prepares and administers the department budget; justifies resource requests and staff allocations; directs and monitors the requisition of needed materials, supplies and equipment; ensures appropriate expenditure of public funds through efficient operating services and ensures that budget is administered within Council approved expenditure and revenue levels.
- Initiates requests for the purchase of necessary equipment, supplies and materials; oversees and participates in the purchase requisition and research of cost and availability.
- Oversees, monitors and participates in the preparation of documentation and record keeping in compliance with local, state and federal procedural requirements in relation to public works programs.
- Provides professional and leadership resources to the City Manager, the City Council, and other management and staff in a responsible and supportive manner that will maximize the City's and department's effectiveness, responsiveness, and in accordance with its mission and objectives.
- Represents the City and the Public Works Department and acts as liaison with federal, state, and local agencies/organizations to ensure communication with and input into all decision-making and data collection processes that impact the goals and objectives of the City's Public Works Department.
- Directs the investigation and resolution of complaints/concerns related to the Public Works Department's services and activities; identifies and initiates solutions to issues involving policy, service delivery, community relations, and/or personnel actions.
- Reviews, analyzes, and evaluates changes in federal and state laws and regulations that will have an impact on public works activities and services for the City and establishes action plans to maintain the effectiveness of the Public Works Department's programs and services; advises the City Council and City Manager of specific plans, costs and recommendations for program, service, and/or policy modifications.
- Initiates, organizes, provides leadership to, and participates in a variety of committees and task forces within the City and community in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and the facilitation of employee empowerment.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Regulations, principles, practices, and policies of public works systems and management.
- Maintenance and construction processes and practices related to municipal public works programs and projects.
- Methods, tools, and equipment utilized in the maintenance, repair, and construction of public works systems and facilities.
- City's operations, policies and procedures as they relate to assigned duties.
- Standard and accepted operations and maintenance of City's water/wastewater treatment plants and related systems.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.
- Standard and accepted principles and practices of leadership, motivation, team building and conflict resolution.
- Standard and accepted principles and techniques of fiscal management and budgetary control.
- Standard and accepted personnel principles and procedures associated with the hiring, evaluating, training, disciplining, and terminating employees.

Skill to:

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Plan, organize, direct, and evaluate the activities supervisory, technical, and clerical staff involved in multiple operational programs and activities.
- Successfully develop, administer, and monitor multiple operational and administrative budgets.
- Define and analyze problems and issues, identify alternative solutions, project consequences of proposed actions and implement appropriate activities in support of goals.
- Successfully communicate and interact with individuals and groups at all organizational and demographic levels; clearly and concisely in both oral and written forms; instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.
- Coordinate, prioritize, and integrate multiple programs and projects in a cohesive and effective service delivery system; secure cooperation and teamwork among assigned staff.
- Supervise, train, and motivate assigned staff in a positive and effective manner; delegate and evaluate the work of assigned staff in a manner that maximizes the effectiveness of individuals.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

REQUIRED:

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

DESIRED:

- Water Operator Treatment and/or Distribution certifications
- Wastewater Operator certificate

TRAINING AND EXPERIENCE: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Training

- Possession of a bachelor's degree from an accredited college or university preferred.

Experience

- At least five (5) years of progressively responsible and varied work experience including construction, maintenance and operation of a variety of public works systems and facilities to include at least three (3) years in a supervisory or management position.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; talk and hear clearly and concisely to communicate with citizens, general public, staff, and other management on a continuous basis. Sitting for extended periods of time daily; standing and walking short distances Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Corrected vision to normal range.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Employee performs some duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures. A portion of the employee's work time may be spent driving. Continuous contact with other City management and staff, citizens, other agencies, and businesses as well as the general public.

SALARY AND BENEFITS

SALARY RANGE:

Salary \$9,476.12 - \$12,895.69/month

* Additional Certificated Pay may be available, commensurate with experience.

HEALTH INSURANCE:

The City contributes significantly towards an employee's medical, dental and vision insurance coverage and contributes toward dependent coverage.

RETIREMENT:

Miscellaneous (non-safety)-Classic employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

Miscellaneous (non-safety)-PEPRA employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

HOLIDAY LEAVE:

Thirteen (13) days per year.

VACATION LEAVE:

Vacation Leave is accrued as follows:

1. Six and two-thirds ($6 \frac{2}{3}$) hours per month for less than three (3) years of service.
2. Ten (10) hours per month for three (3) to ten (10) years of service.
3. Eleven and two-thirds ($11 \frac{2}{3}$) hours per month for ten (10) to fifteen (15) years of service.
4. Thirteen and one-third ($13 \frac{1}{3}$) hours per month for fifteen (15) or more years of service.

SICK LEAVE:

Eight (8) hours per month.

ADMINISTRATIVE LEAVE:

As per City Personnel Rules and Regulations, Employee receives forty (40) hours of Administrative Leave per year.

LIFE INSURANCE:

The City pays 100% of the current Life Insurance Policy.

LONG TERM DISABILITY:

The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application but cannot take the place of the application. **Deadline is Open Until Closed.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA or emailed to cfirme@ci.gonzales.ca.us. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000 ☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

Date	Social Security Number	Home Phone # ()	Cell Phone # ()
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade

Are You Attending School Now? Yes__ No__
Where? _____
What Hours? _____
Course of Study? _____
Do You Plan Further Educational Study?
Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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*The City is an
affirmative action/equal
opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature

CITY OF GONZALES

PUBLIC WORKS DIRECTOR

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS TO APPLICANTS:

This supplemental questionnaire must be submitted with your application for the position of Public Works Director.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

Applications for the position of Public Works Director will not be considered without this supplemental questionnaire. Applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained in your responses will be verified through background and reference checks should you be a finalist.

Responses such as "see resume," "see application," or "see attached" will not be evaluated.

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Signature

Date signed

Name

Cell Phone Number

Mailing Address, City, State, Zip

E-Address

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS DIRECTOR

1. What experience do you have managing public works projects?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPLICANT’S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS DIRECTOR

2. Do you have experience putting together Requests for Proposals (RFPs) and managing bid processes?

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS DIRECTOR

3. How do you prioritize maintenance tasks when there is not enough time or resources to complete everything?

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

PUBLIC WORKS DIRECTOR

4. How do you manage and motivate employees and contractors to work efficiently?

[illegible]