



CITY OF LA VERNE
invites applications for the position of:

Director of Public Works

SALARY: \$11,889.00 - \$14,451.25 Monthly
\$142,668.00 - \$173,415.00 Annually

DEPARTMENT: Public Works

OPENING DATE: 08/03/20

CLOSING DATE: 10/29/20 05:00 PM

DESCRIPTION:

The City of La Verne, California, seeks a Director of Public Works to plan, direct, organize, and review the public works activities of the City including engineering, water and sewer utility operations, facility construction, park and landscape maintenance, building maintenance, equipment maintenance, street and public rights-of-way construction and maintenance, inspections, assessment district administration, and related support activities and to provide highly responsible professional and technical staff assistance. Administrative direction is provided by the City Manager. Responsibilities include direct and indirect supervision of professional, technical, and clerical positions.

The City of La Verne, a suburb 30 miles east of Los Angeles, strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. Located in the San Gabriel Valley, below the foothills of the San Gabriel Mountains, the city has a total area of 8.562 square miles and is home to more than 30,000 residents and a well-balanced community with a mix of residential, commercial, and industrial features.

La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them. A close-knit community, La Verne is home to many outstanding institutions and facilities which include the University of La Verne (founded in 1891), Brackett Field Airport, and public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small-town charm.

EXAMPLES OF DUTIES:

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

- Direct and participate in the development and implementation of goals, objectives, policies, and procedures; review and recommend changes in organization and rules.
- Plan, direct, and review all public works and utilities maintenance and service functions.
- Confer with and advise administrative staff on problems related to the design and construction of public works and utilities systems and the interpretation and enforcement of construction specifications.
- Prepare applicable reports, budget estimates, and proposed ordinances, resolutions, and agreements.
- Review plans for works and utilities improvement projects.
- Serve as technical advisor to the City Manager and City Council on public works and utilities matters; develop comprehensive recommendations for management use.
- Respond to and resolve difficult citizen inquiries and complaints.
- Meet with the public in small and large groups to discuss City public works policies, practices, and problems.
- Determine need for new equipment and facilities major repair and rebuilding projects.
- Supervise and participate in the preparation and administration of the department budget; develop budgetary programs, goals, and objectives; review budgetary concerns and requests;

review and approve expenditures.

- Coordinate public works and utilities activities with other City departments and with State and County agencies.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
- Supervise the development, administration, and enforcement of departmental responsibilities in such matters as safety and emergency preparedness.
- Attend City Council and Council Committee meetings.
- Maintain departmental awareness of state-of-the-art developments in management and the public works field.
- Perform related duties as assigned.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of engineering, maintenance, and administration as applied to the design and construction of public works and utilities, facilities, and technical inspection services.
- Methods, materials, and techniques employed in public works construction.
- Knowledge in areas of horticulture, landscape maintenance, park facility design, and use.
- Principles and practices of modern office management.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Organize, direct, and coordinate the activities of a large department in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work on a long term basis.
- Communicate clearly and concisely orally and in writing.
- Schedule and program work on a long term basis.
- Select, supervise, train, and evaluate subordinates.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of management administration and maintenance experience in the field of public works and utilities operations.

Education: Equivalent to a Bachelors Degree from an accredited college or university with major coursework in public works administration and management.

License or Certificate

Possession of, or ability to obtain, an appropriate valid California driver's license.

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityoflaverne.org>

Position #2000010
DIRECTOR OF PUBLIC WORKS
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