

DIRECTOR OF TRANSPORTATION AND UTILITIES

NATURE OF WORK

This is broad administrative and professional work directing all engineering and activities of the Transportation and Utilities Department.

Work involves responsibility for organizing, directing and coordinating the activities of the divisions comprising the Transportation and Utilities Department. The Director is responsible for determining major departmental policies; planning long-term programs; and making difficult technical decisions. The Director delegates considerable authority for the performance of technical and administrative activities to division supervisors and other technical and professional subordinates. The major emphasis in the work is overall policy determination, administration, direction and coordination. Overall direction is carried out through subordinate division supervisors and other professional and technical subordinates. Work is reviewed by the Mayor in the form of results and achievement of goals and objectives.

EXAMPLES OF WORK PERFORMED

Confers with and advises division heads on problems relating to the design, construction and maintenance of Transportation and Utilities facilities.

Directs and participates in long-range planning; reviews analysis of statistics on past loads, growth and trends; prepares long-range projections and determines if expansion of facilities is needed; develops cost of proposed requirements; analyzes data to determine ability to finance projects.

Analyzes annual budget requests from appropriate divisions of Transportation and Utilities; prepares and presents annual budget to appropriate authorities.

Maintains contacts with assigned divisions to determine changes needed and problems in current policies and procedures; formulates policies and procedures which will enable assigned divisions to carry out stated objectives.

Provides technical advice to the Mayor, City Council and other City departments concerning Transportation and Utilities expansion programs and operating problems; confers with representatives of federal, state and county agencies on varied public works problems and engineering activities.

Reviews, approves, or disapproves all promotions, merit increases, salary increases, or varied disciplinary actions such as suspension or dismissal as recommended by subordinate supervisory personnel; reviews and approves payrolls, major purchases and other personnel and financial activities.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of public works and utilities facilities.

Thorough knowledge of the materials, methods, and techniques utilized in the construction, maintenance and operation of public works and utilities projects.

Thorough knowledge of the principles and practices of public administration.

Knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works and utilities.

Ability to organize, direct and coordinate the activities of all divisions of Transportation and Utilities.

Ability to develop both long-term plans and programs, make major policy decisions as well as solve complex technical and administrative problems.

Ability to establish and maintain satisfactory relationships with City officials, other governmental officials, employees and the general public.

Ability to express ideas and technical subjects clearly and concisely both orally and in writing.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with a Master's Degree in public administration, juris doctorate, or civil engineering plus six years of administrative and professional experience in the direction of municipal transportation and utilities programs; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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