

Town of Yucca Valley

Job Announcement

PUBLIC WORKS DIRECTOR

Public Works Department

- Salary Range:** \$120,000 - \$160,000 DOQ
- Days/Hours:** Public Works Division works a 9/80 alternate work schedule – this position is classified as Exempt
- Benefits:** Health, Dental, Vision, Life, Short and Long Term Disability Insurance; 14 paid holidays; 80 hrs. vacation; and 96 hrs. sick time and Benefit Allowance of \$1,280.00/month
- Retirement:** Classic PERS Members: 2%@60 formula; New PERS Members: 2%@62 formula
- Filing Date:** **Closing Date: Open until filled**

The Position: Under general direction, plans, directs, manages, and oversees the activities and operations of the Public Works/Engineering Department including engineering, streets and parks maintenance operations; engineering and construction consultants; serves as project manager for professional engineering activities including capital project management, Capital Improvement Program (CIP), the Pavement Management System, design, construction, land development engineering, traffic engineering, and other programs; ensures that functions meet all applicable laws, regulations, and Town policies related to the Town's CIP, traffic and transportation; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required.

Qualifications: Knowledge of the following applicable areas: the operational characteristics, services, and activities of comprehensive engineering, planning, design, construction, operations, and streets/park maintenance; Organization and management practices, analysis and evaluation of engineering work programs, policies, and operational needs; principles and concepts of water pollution control; principles and practices of State environmental provisions related to public works and engineering programs; principles and concepts of building construction and financing; methods and techniques of preparing designs, plans, specifications, and estimates; principles and practices of municipal budget preparation and administration; principles and practices of employee supervision, including work planning, assignment, review and evaluation and training; Federal, State, and local laws, codes, and regulations; safe driving principles and practices. Knowledge of GIS principles and practices; California Environmental Quality Act/National Environmental Policy Act compliance; Assessment District formation and administration; Pavement Management System implementation; and Capital Project administration and implementation.

Ability to maintain effective working relationships with all those contacted in the course of the work; provide administrative and professional leadership and direction for the Engineering Division; develop, implement and administer goals, objectives, and procedures, identify and respond to community and Town Council issues, concerns and needs; prepare clear and concise administrative reports, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of community development goals, research, analyze, and evaluate new engineering delivery methods, procedures, and techniques; research and administer budgets and allocate resources; and interpret and apply the policies, procedures, laws, codes, and regulations pertaining to engineering programs and functions.

Minimum Qualifications: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, construction technology or management, business, public administration or a related field and at least five (5) years of increasingly responsible experience in civil engineering and/or traffic engineering including significant capital improvement program construction management and implementation. At least three (3) years of supervisory management experience is required. Possession of a valid California Class C Driver's License. Possess and maintain a valid certificate or registration as a Professional Civil Engineer in the State of California is preferred.

EOE/ADA