

RESOLUTION NO. 60/2017

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA  
(1) ADOPTING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF  
DIRECTOR OF PUBLIC WORKS/MANAGER SANITARY DISTRICT NO. 2  
EFFECTIVE DECEMBER 4, 2017; AND (2) DELETING THE POSITION  
CLASSIFICATION AND JOB DESCRIPTION OF DIRECTOR PUBLIC WORKS/  
TOWN ENGINEER/MANAGER SANITARY DISTRICT NO. 2/ASSISTANT TOWN  
MANAGER EFFECTIVE JANUARY 1, 2018

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WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Adopt the Position Classification and Job Description of Director of Public Works/Manager Sanitary District No. 2 effective December 4, 2017; and (2) Delete the position classification and job description of Director of Public Works/Town Engineer/Manager Sanitary District No. 2/Assistant Town Manager effective January 1, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby (1) Adopt the Position Classification and Job Description of Director of Public Works/Manager Sanitary District No. 2; and (2) Delete the position classification and job description of Director of Public Works/Town Engineer/Manager Sanitary District No. 2/Assistant Town Manager; all of which are attached hereto and incorporated herein by reference as though fully set forth.

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I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 60/2017 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 5<sup>th</sup> day of December, 2017, by the following vote:

AYES, and in favor thereof, Councilmembers: Andrews, Bailey, Condon, Furst Ravasio

NOES, Councilmembers:

ABSENT, Councilmembers:

APPROVED:

*Diane Furst*  
Diane Furst, Mayor

ATTEST:

*[Signature]*  
Rebecca Vaughn, Town Clerk



**TOWN OF CORTE MADERA**  
**DIRECTOR OF PUBLIC WORKS**  
**Manager of Sanitary District No. 2**

**DEFINITION**

To assume full management responsibilities for the Public Works Department and Sanitary District No. 2; to provide highly responsible and complex administrative support to the Town Manager, department heads and the Town Council; to coordinate assigned activities with other Town departments and outside agencies; to act as Town Manager in the Town Manager's absence, as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single position, executive-level class with responsibility for providing complex administrative support to the Town Manager, department heads and the Town Council. This employee performs the statutory duties of the Director of Public Works as set forth in the Municipal Codes, fulfilling assigned responsibilities within policy guidelines. The incumbent is responsible for oversight of the Town's infrastructure including traffic engineering, flood control, sanitary sewers and pump stations, street repair and maintenance of town-owned right of ways, parks, medians, and buildings.

The employee in this class is responsible for the development and oversight of broad departmental goals, objectives, priorities, policies and procedures. The incumbent ensures that departmental programs and activities are completed in a timely and efficient manner, consistent with established policies and regulations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative and policy direction from the Town Manager and Town Council.

Exercises general and direct supervision over supervisory, professional, maintenance and clerical staff

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, supervises and oversees the administration of the Public Works Department to include traffic and civil engineering, storm water collection, street and parks repair and maintenance, flood control, sewer drainage programs, sanitary facilities, the preparation of the Town and Sanitary District's Capital Improvement Program, all Public Works related code enforcement, and all Public Works related permitting.

Acts as the Flood Plain Administrator, ensures the town is compliant with all ADA laws, and performs the functions specified in the Corte Madera Municipal Code related to Public Works and as designated by the Town Manager.

Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area and function; establishes department work plan, service levels, and staffing requirements.

Allocates resources; monitors and evaluates the efficiency and effectiveness of service delivery; develops a constrained departmental budget, monitors the allocation expenditures for personnel, supplies and equipment; directs and implements modifications and changes as necessary to achieve goals, objectives and priorities.

Maintains a current capital asset inventory of Town's infrastructure, facilities and equipment.

Carries out general administrative duties on behalf of the Town Manager; coordinates and manages public and intergovernmental relations as delegated by the Town Manager; represent the Town Manager, as assigned.

Represents the department to elected officials, the Town Manager, other Town Departments, Town Commissions and Committees, outside agencies in state and bay area region, professional organizations, citizen and community groups; interprets and explains department activities, programs, projects, goals, objectives and priorities.

Responds to citizen inquires and concerns.

Prepares reports, correspondence and recommendations to the Town Council, Town Manager and outside agencies.

Provides technical recommendations on department matters to the Town and other committees, commissions and boards involved in public works and Town engineering activities.

Negotiates and resolves significant sensitive and controversial problems and issues.

Selects and evaluates department personnel; considers, evaluates and resolves employee grievances; implements discipline and termination procedures; develops and promotes staff training and motivation programs; assist in labor negotiations.

Prepares, reviews and administers the department budget and long range capital improvement plans; reviews and approves payments for services.

Prepares specifications, contracts, franchises and agreements for professional services; administers contracts and agreements for services including engineering, collection of solid waste, collection and treatment of sewage, maintenance of the street lights and traffic signals and maintenance and improvement to public buildings and facilities.

Analyzes expenditure and cost data and makes recommendations on service fees and rates.

Manages and supervises municipal programs to ensure Town is in compliance with applicable state and federal laws and regulations.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practice of public administration including organization, budgeting, personnel management, and administration.

Principles and practices of engineering as applied to public works services; contract law and principles of contract administration.

Principles and practices of civil engineering, urban planning, town design, sustainable water, transportation and infrastructure systems consistent with the state of the practice in the field of public works.

Operational characteristics, services, and activities of comprehensive public works and engineering programs.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, performance evaluation and procedures, laws and regulations involved in labor negotiations.

Pertinent federal, state, and local laws, codes, and regulations.

Technical, legal, financial, and public relations issues and problems related to the conduct of a municipal public works program.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Direct, coordinate and analyze varied public programs.

Coordinate and integrate a variety of program activities throughout the Town.

Provide administrative and professional leadership and direction for the Public Works Department; plan, organize, and direct comprehensive public works programs.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works and engineering services.

Plan, organize, direct, and coordinate the work of supervisory and professional personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Town Manager, and Town Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Administer contract services.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner, and carry a high work-load.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Communicate clearly and concisely, both orally and in writing. Communicate professionally and clearly especially in relating complex technical ideas to the Council and the public in a manner that can be easily understood.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Respond tactfully and promptly to citizen requests for information and concerns.

**EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of responsible and varied Public Works experience including at least two years of significant supervisory responsibilities.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in public or business administration, architecture, engineering, city planning, or a closely related field. A Master's degree is preferred.

**License or Certificate:**

Possession of registration as a Professional Civil Engineer in the State of California is desirable; possession of a valid California Driver's License is required.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment and perform field inspections; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; may require the ability to operate a motor vehicle to travel to different sites and locations.

**Effective Date:** December 5, 2017

**Council Approval:** Res. No., 60/2017 [12/05/2017]

**TOWN OF CORTE MADERA**

**DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER  
MANAGER SANITARY DISTRICT NO. 2  
ASSISTANT TOWN MANAGER**

**DEFINITION**

To assume full management responsibilities for the Public Works Department and Sanitary District; to provide highly responsible and complex administrative support to the Town Manager, department heads and the Town Council by assisting in planning, directing, managing and reviewing the activities and operations of the Town; to coordinate assigned activities with other Town departments and outside agencies; to act as Town Manager in the Town Manager's absence.

**DISTINGUISHING CHARACTERISTICS**

This is a single position, executive level class with responsibility for providing highly responsible and complex administrative support to the Town Manager, department heads and the Town Council. This employee performs the statutory duties of the Director of Public Works as set forth in the Municipal Codes, fulfilling assigned responsibilities within policy guidelines. Incumbent is responsible for the civil engineering, design, construction, and inspection of public works facilities, flood control facilities, sanitary sewers and pump stations, parks, medians, and buildings.

The employee in this class is responsible for the development and oversight of broad departmental goals, objectives, priorities, policies and procedures. Incumbent ensures that departmental programs and activities are completed in a timely and efficient manner, consistent with established policies and regulations. In addition to Engineering and Assistant Town Manager responsibilities, this class is distinguished from the Director of Field Maintenance and Operations in that the focus of the latter class is management of field maintenance activities and operations of the Public Works Department and Sanitary District.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative and policy direction from the Town Manager and Town Council.

Exercises general and direct supervision over supervisory, professional and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, supervises and oversees the administration of the Public Works Department to include traffic and civil engineering, storm water collection, flood control, sewer drainage programs, sanitary facilities, the preparation of the Town and Sanitary District's Capital Improvement Program, all Public Works related code enforcement, and all Public Works related permitting.



Acts as the ADA Coordinator, the Flood Plain Administrator and performs all functions specified in the Corte Madera Municipal Code and as designated by the Town Manager related to Public Works.

Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area and function; establishes department work plan, service levels, and staffing requirements.

Develops policies and procedures for achieving departmental goals, objectives and priorities.

Allocates resources; monitors and evaluates the efficiency and effectiveness of service delivery; monitors the allocation expenditures for personnel, supplies and equipment; directs and implements modifications and changes as necessary to achieve goals, objectives and priorities.

Maintains current inventory of Town's infrastructure, facilities and equipment.

Carries out general administrative duties on behalf of the Town Manager; coordinates and manages public and intergovernmental relations as delegated by the Town Manager; represent the Town Manager as requested.

Represents the department to elected officials, the Town Manager, other Town Departments, Town Commissions and Committees, outside agencies and professional organizations, citizen and community groups; interprets and explains department activities, programs, projects, goals, objectives and priorities.

Responds to citizen inquires and concerns.

Prepares reports, correspondence and recommendations to the Town Council, Town Manager and outside agencies.

Provides technical recommendations on department matters to the Town and other committees, commissions and boards involved in public works and Town engineering activities.

Negotiates and resolves significant sensitive and controversial problems and issues.

Selects and evaluates department personnel; considers, evaluates and resolves employee grievances; implements discipline and termination procedures; develops and promotes staff training and motivation programs; assist in labor negotiations.

Prepares, reviews and administers the department budget and long range capital improvement plans; reviews and approves payments for services.

Prepares specifications, contracts, franchises and agreements for professional services; administers contracts and agreements for services including engineering, collection of solid waste, collection and treatment of sewage, maintenance of the street lights and traffic signals and maintenance and improvement to public buildings and facilities.

Analyzes expenditure and cost data and makes recommendations on service fees and rates.

Manages and supervises municipal programs to ensure Town is in compliance with applicable state and federal laws and regulations.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practice of public administration including organization, budgeting, personnel management, and administration.

Advanced principles and practices of engineering as applied to public works services; contract law and principles of contract administration.

Operational characteristics, services, and activities of comprehensive public works and engineering programs.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Advanced principles and practices of engineering as applied to the planning, design, and construction of a broad spectrum of public works facilities and projects.

Methods, material and techniques employed in public works construction, engineering, and traffic engineering.

Recent developments and sources of information on public works administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, performance evaluation and procedures, laws and regulations involved in labor negotiations.

Pertinent Federal, State, and local laws, codes, and regulations.

Technical, legal, financial, and public relations issues and problems related to the conduct of a municipal public works program.

Safe driving principles and practices.

### **Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Direct, coordinate and analyze varied public programs.

Coordinate and integrate a variety of program activities throughout the Town.

Provide administrative and professional leadership and direction for the Public Works Department; plan, organize, and direct comprehensive public works programs.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works and engineering services.

Plan, organize, direct, and coordinate the work of supervisory and professional personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Town Manager, and Town Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Administer contract services.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Respond tactfully and promptly to citizen requests for information and concerns.

**EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of responsible and varied civil engineering experience including at least two years of significant supervisory responsibilities. In addition, at least two years as a Town/City Manager is preferred.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering. Postgraduate work preferred.

**License or Certificate:**

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; possession of a valid California Driver's License.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment and perform field inspections; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; may require the ability to operate a motor vehicle to travel to different sites and locations.

**Effective Date:** September 2016

**Council Approval:** Res. No. 34/2016, September 20, 2016