

**STAFF REPORT**  
**COUNCIL MEETING DATE:**  
**November 13, 2012**

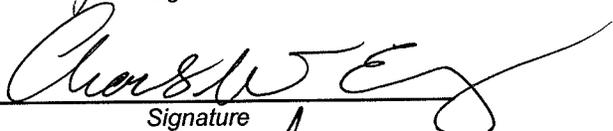
**ITEMS FOR COUNCIL CONSIDERATION:**

**Approval of the revised Director of Public Works job description to include Duties and Responsibilities of City Engineer, City Traffic Engineer and Floodplain Administrator.**

**Report prepared by:** Cyndi Vestal, Management Analyst  
**Department:** Public Works

  
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Signature

**Reviewed by  
Public Works  
Director:**

  
\_\_\_\_\_  
Signature

**Reviewed by  
City Manager:**

  
\_\_\_\_\_  
Signature

**ACTION  NON-ACTION  STAFF RECOMMENDATION:**

**Recommendation:** That the City Council approve the amended Director of Public Works job description to include City Engineer, City Traffic Engineer and Floodplain Administrator duties and responsibilities.

**I. BACKGROUND:**

From incorporation to the early 2000s the Public Works Department was staffed with field maintenance workers and a limited number of office staff. A consulting firm provided engineering services, including capital project design and delivery. The consulting firm also acted as an extension of staff with many services being provided such as acting as the City Engineer, City Traffic Engineer, City Surveyor, staff engineers, inspectors, drafters and administrative staff. Approximately 10 years ago, the City ended the contract for these services due to cost. The City then hired a full-time civil engineer that could serve as the Director of Public Works and City Engineer.

The Public Works Director plans, directs and reviews the activities and operations of the Public Works Department, including Street and Right-of-Way Maintenance programs, the Solid Waste and Watershed Management programs, and Capital Improvements. The Director also coordinates assigned activities with other City departments and outside agencies; provides administrative support to the City Manager and serves as a member of the City's management team.

The Director is the City's representative on the Santa Barbara County Association of Governments Technical Transportation Advisory Committee (TTAC), the Regional Public Works Coordination Council, and the Multi-Jurisdictional Solid Waste Task Group. The Director is also responsible for managing the City's Tree Advisory Board and is Chairman of the Traffic Safety Committee. The responsibilities of the Director continue to evolve, especially with increased state and federal mandates; therefore, updating the current Director of Public Works job description to accurately describe the position is currently necessary.

## II. DISCUSSION:

### City Engineer

The City operates with a very limited staff and maintaining current position descriptions is essential to the efficient operation of the City. The Public Works Director was appointed to his position and also began serving as the City Engineer, which was qualified based on possession of the required Civil Engineering License and experience from previous employment. As with many smaller agencies, the duties originally stated in job descriptions begin to evolve as increased responsibilities become assigned by management and as expertise becomes evident in additional capabilities.

### City Traffic Engineer

City Municipal Code §10.08.060 states, "*The office of the city traffic engineer is established. The city traffic engineer shall be appointed by the city manager and he shall exercise the powers and duties as provided in this chapter and in the other traffic ordinances of this city.*" The Public Works Director, appointed City Traffic Engineer by the City Manager as stated in the Municipal Code, holds a Traffic Engineering License and currently serves in this position as well.

In the capacity of City Traffic Engineer, the Director is charged with the following duties: determining the installation and proper timing and maintenance of traffic control devices and signals; conducting engineering analysis of traffic accidents and devising remedial measures; and conducting engineering and traffic investigations of traffic conditions and cooperating with other city officials in the development of ways and means to improve traffic conditions. The City Traffic Engineer is also required to serve on the City Traffic Safety Committee to assist in preparing reports and making recommendations to City Council regarding traffic issues.

### Floodplain Administrator

An ordinance was adopted at the October 9, 2012 City Council meeting to amend certain chapters of the Municipal Code pertaining to flood damage protection regulations according to FEMA's National Flood Insurance Program, specifically, Chapters 14.40.030 and 15.50.150 regarding duties and responsibilities of the Floodplain Administrator. Prior to the adopted amendments, City Resolution No. 802, adopted in March 1977, noted that the Santa Barbara

County Flood Control and Water Conservation District served as the City's Floodplain Administrator.

The City has since taken the additional responsibilities of the Floodplain Administrator. The Floodplain Administrator, through the permit review process, diligently works to meet or exceed anticipated flood levels to reduce risk and potential loss of life and structure due to flood hazards. Pursuant to Carpinteria Municipal Code 15.50.150, the City Manager or his designee is the Floodplain Administrator and as described in Ordinance No. 658, the City Manager has designated the City Engineer as the City's Floodplain Administrator.

The attached Director of Public Works job description includes the pre-designated titles and added responsibilities of the City Engineer, City Traffic Engineer and Floodplain Administrator to accurately account for the responsibilities of the Public Works Director.

**V. ATTACHMENTS:**

Attachment A – Public Works Director/City Engineer Job Description

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**ATTACHMENT A**

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**CITY OF CARPINTERIA  
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**DEFINITION**

Hands-on Director position responsible to plan, organize, direct and review the activities and operations of the Public Works Department, including street/park maintenance programs, coordinate assigned activities with other City departments and outside agencies; provide responsible and complex administrative support to the City Manager and serve as a member of the City's management team. Depending on qualifications and experience, may serve as City Engineer, City Traffic Engineer and/or Floodplain Administrator.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned technical, professional and clerical personnel.

**EXAMPLES OF DUTIES**

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

Generate the Department's annual work plan in response to the goals established by the City Council.

Assume full management responsibility for all department services, including streets, park maintenance, and engineering.

Recommend and administer policies, procedures and priorities for programs relating to department activities; ensures that policies are administered equitably.

Develop, plan and implement departmental goals and objectives.

Plan, direct and coordinate department services; ensure that services are provided according to federal and state laws, ordinances, rules and regulations, review municipal codes and prepare code amendments.

May serve as the City Engineer; performing professional civil and traffic engineering functions; review plans, plats, specifications and related documents; ensure compliance with codes, ordinances and standards.

May serve as City Floodplain Administrator; working to meet or exceed anticipated flood levels to reduce risk and potential loss of life and structure due to flood hazards through the development permit review process.

Responsible for the implementation and enforcement of the City's Integrated Waste Management program including waste stream management.

Example of Duties (Continued)

Oversee administration and inspection of capital improvement projects.

Direct the design of systems and facilities; oversee construction activities, compile estimates, contract provisions, and specifications; approve completed plans; oversee administration and inspection of capital improvement projects.

Prepare and direct the development and administration of the budgets and programs with multiple funding sources.

Prepare and present reports of a complex nature regarding public works projects.

Guide the development of comprehensive plans to satisfy future needs for department services, which involve assessment of needed construction or repair of City infrastructure and other related department services, including the preparation and updating of the City's Capital Improvement Plan.

Advise and otherwise provide assistance to the City Council, City Manager, and other City personnel regarding issues related to Public Works services and activities; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Develop preventative maintenance systems, including maintenance and repair of all City owned facilities.

Recommend the selection of departmental employees; plan, organize and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.

Represent Public Works in relations with the community, advisory committees, local, state and federal agencies, other public works agencies, and professional organizations; schedule public hearings and lead discussions regarding proposed public works projects.

Perform related duties and responsibilities as required.

**QUALIFICATION GUIDELINES**

Knowledge of:

- Operations, services and activities of a municipal public works program.
- Modern principles, practices and economics that pertain to management, personnel administration, staffing, supervision; principles related to civil and traffic engineering, streets, parks, public buildings, and capital facilities planning.

Knowledge of: (continued)

- Principles and practices of budget preparation and administration.
- Engineering mathematics, theories, principles and formulas used in the design and construction of public works projects.
- Technical, legal and financial requirements involved in the conduct of municipal public works studies, planning and construction; techniques and methods of preparing designs, plans, specifications, estimates, and reports for proposed municipal facilities, including extensive computer skills.
- NPDES and ability to create and manage a comprehensive storm water program.
- FEMA's National Flood Insurance Program (NFIP) including use of the City's Flood Insurance Rate Map
- Traffic modeling, establishing speed zones, conducting traffic counts
- Assisting with the City's Risk Management program

Ability to:

- Plan, organize, direct and inspect engineering work and public works maintenance.
- Develop and administer department goals, objectives and procedures.
- Negotiate and manage substantial contracts.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments; analyze problems, identify alternative solutions and implement recommendations in support of goals and develop comprehensive plans to satisfy future needs of department service.
- Interpret and apply local, State and Federal policies, laws and regulations.
- Make effective public presentations; communicate effectively both verbally and in writing; understand and follow verbal and written directions; establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of education and/or experience that has provided knowledge, skills and abilities necessary for satisfactory job performance in the administration and operations of Public Works is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience

Seven years increasingly responsible relevant experience in the public works field, at least three (3) years of which must be in a complex/supervisory capacity with progressively responsible management and administrative responsibility. Related civil and transportation engineering experience desirable.

Experience in local government highly preferable.

#### Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, public administration or a related field. California registration as a Professional Engineer (PE) is desirable. Educational requirements may be met through work experience that provides equivalent knowledge, abilities and technical skills.

#### **Special Requirements**

Possession of or ability to obtain an appropriate California Driver's license. Must have a good driving record.

#### **WORKING CONDITIONS:**

##### **Environmental Conditions:**

Office and field environment; travel from site to site, exposure to various weather conditions, work with computer and office equipment, work closely with others.

##### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary for performing job inspections, driving from site to site, sitting, standing, stooping or walking for prolonged period of time, extensive use of computer keyboard; exposure to computer screens; near visual acuity to prepare and review correspondence and other documents.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*