

RESOLUTION NO. 7514

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING
RESOLUTION NO. 6454 (SALARY RESOLUTION AND CLASSIFICATION PLAN)
UPDATING THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER SALARY RANGE
AND FRINGE BENEFITS**

WHEREAS, the City continues to evaluate its staffing needs as well as determine what is fair and just as it relates to employees performing certain tasks; and

WHEREAS, the City must, from time and time, update positions that are determined to be necessary to the efficient operation of the City and the services provided to its residents; and

WHEREAS, the City Manager, in consultation with the City Council, has determined that it is proper to update the Director of Public Works/City Engineer salary range and fringe benefits;

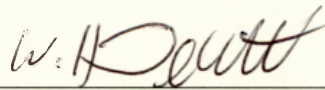
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. Resolution No. 6454 relating to Salaries and Position Classifications is hereby amended to include a new salary for the position of Director of Public Works/City Engineer therefore as referenced in the attachment as "Exhibit A."

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 28th day of August, 2012.

CITY OF SOUTH GATE:



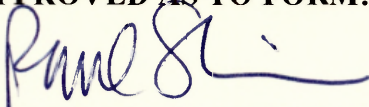
W.H. (Bill) De Witt, Mayor

ATTEST:



Carmen Avalos, City Clerk
(Seal)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit "A"

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DESCRIPTION

Under general administrative direction of the City Manager, plan, organize, direct and evaluate public works projects and programs; develop and implement overall organizational, budget and financial strategies and goals of the Department of Public Works; assess and respond to community needs for public works activities; serve as the City Engineer; manage project engineers and consultants related to the planning, design, development, construction and maintenance of the City's public works and traffic engineering; performs related duties as required.

CLASS CHARACTERISTICS

The Director of Public Works/City Engineer is responsible for the management and direction of all Public Works Department activities. The Director of Public Works/City Engineer is a member of the Senior Executive Team of the City, also known as the Top Management Group.

SUPERVISION RECEIVED

Works under the general administrative direction and supervision of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over all divisions of public works operations and staff.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Manages the development and administration of the department budget. Manages, reviews and coordinates financial sources for funding projects. Monitors department expenditures, systems for reporting and provides necessary control data.

Secures funding from other intergovernmental agencies. Oversees management of federal, state, and other grant funded public improvement projects.

Serves as a member of designated and/or assigned committees, commissions and organizations.

Manages the execution of engineering, street, water, sewer, electrical, general maintenance, and equipment operations and activities.

Evaluate bids received on public works projects and advise the City Council and other city officials on the feasibility of public works projects.

Manages and reviews the maintenance schedules and methods of performance. Manages and evaluates the cost effectiveness of alternate work methods, including contracting with other public or private agencies.

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Manages the preparation of engineering public works plans, drawings and specifications, engineering calculations, cost estimates, assessments, contract provisions, legal descriptions and maps, ensuring compliance with policies, local, state and federal codes, ordinances and regulations. Reviews and approves engineering designs and plans.

Manages and administers construction contracts for various projects including streets, sewers, storm drains, structures, water distribution facilities, street lighting and traffic control facilities. Develops, coordinates and updates project schedules; monitors expenditures and budgets.

Plans, organizes and assigns work; supervises, trains and evaluates subordinate personnel; makes decisions regarding the selection, assignments, promotion and discipline of employees.

Manages the supervision of field inspections of contract construction work; manages and/or inspects field work in progress for compliance with policies, procedures, safety guidelines and work specifications.

Manages the development of the City's Capital Improvement Program of public infrastructure projects and provides oversight.

Meets with internal and external teams and committees and other intergovernmental agencies and private companies including cities, counties, federal and state officials, regional entities, utility companies, the community and other interested groups regarding public works projects. Responsible for the plan review of private development that requires connection with public facilities.

Prepares reports, recommendations and correspondence on current and proposed projects; makes presentations to City Council, community groups and the general public regarding Public Works projects.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be any combination equivalent to graduation from an accredited college or university with a Bachelor or Master's degree in civil engineering or related field and seven (7) years of responsible supervisory engineering experience managing large-scale public programs and projects. Experience with federal, state and regional public works grants requirements and administration of special assessment districts is highly desirable. Registration as a Professional Civil Engineer in the State of California is required. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required. A Master's degree in Engineering or Public Administration is desirable and may substitute for one (1) year of required experience.

Knowledge, Skills, and Abilities

Knowledge of: municipal public works administration, planning, design and construction; general maintenance, street, water and equipment shop operations and activities; civil and structural engineering principles and practices; public works construction methods, engineering specifications and public works construction standards; contract administration; Geographic Information System (GIS), AutoCAD and other computer software applications; principles and practices of budgeting and personnel management and supervision.

Ability to: organize, direct and coordinate the activities, programs and personnel of a public works department; prepare plans, specifications and comprehensive engineering estimates; read