

**RESOLUTION NO. 7830**

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE,  
CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND  
POSITION CLASSIFICATION PLAN) TO CREATE THE POSITION OF ASSISTANT  
CITY MANAGER/DIRECTOR OF PUBLIC WORKS, TO APPROVE THE  
CORRESPONDING JOB SPECIFICATION AND TO UPDATE THE  
APPROPRIATE SALARY PAY TABLES**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to create the position and job specification of Assistant City Manager/Director of Public Works, attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Human Resources Division and the City Manager, has determined that it is proper to create the Assistant City Manager/Director of Public Works position and the corresponding job specification;

[Remainder of page left blank intentionally]

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

**SECTION 1.** The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to create the Assistant City Manager/Director of Public Works position.

**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specification for the Assistant City Manager/Director of Public Works position, attached hereto as Exhibit "A."

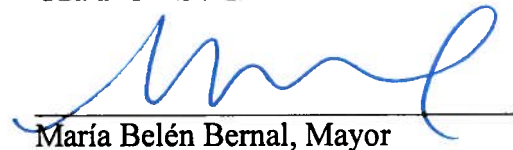
**SECTION 3.** The City Council hereby approves and adopts the proposed amended Top Management Salary Pay Table, effective October 9, 2018, attached hereto as Exhibit "B."

**SECTION 4.** The City Council hereby approves and adopts the proposed amended Top Management Salary Pay Table, effective June 23, 2019, attached hereto as Exhibit "C."

**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

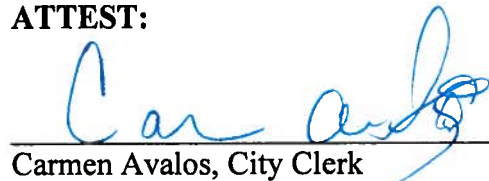
**PASSED, APPROVED and ADOPTED** this 9<sup>th</sup> day of October 2018.

**CITY OF SOUTH GATE:**



\_\_\_\_\_  
María Belén Bernal, Mayor

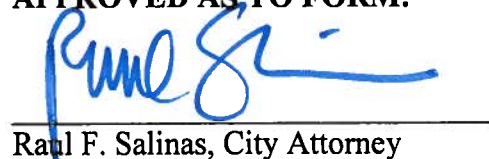
**ATTEST:**



\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**



\_\_\_\_\_  
Raul F. Salinas, City Attorney

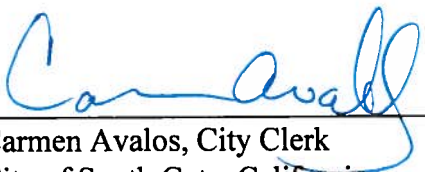
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7830 was adopted by the City Council at their Regular Meeting held on October 9, 2018, by the following vote:

Ayes:            Council Members:    Bernal, Morales, Davila, Diaz and Rios  
Noes:            Council Members:    None  
Absent:          Council Members:    None  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on October 22, 2018.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California

*City of South Gate*  
CLASS SPECIFICATIONS AND ATTRIBUTES

**ASSISTANT CITY MANAGER/DIRECTOR OF PUBLIC WORKS**

**DESCRIPTION**

Under general administrative direction of the City Manager, plans, organizes, directs and evaluates public works projects and programs; develops and implements overall organizational, budget and financial strategies and goals of the Department of Public Works; assesses and responds to community needs for public works activities; may serve as the City Engineer; manages project engineers and consultants related to the planning, design, development, construction and maintenance of the City's public works, civil engineering and traffic engineering. Works with the City Manager on special projects and assists the City Manager in all aspects of City operations. Coordinates assigned activities with other City departments and outside agencies. Serves as the Acting City Manager in the City Manager's absence. Performs related duties as required.

**CLASS CHARACTERISTICS**

The Assistant City Manager/Director of Public Works is responsible for the management and direction of all Public Works Department activities. The Assistant City Manager/Director of Public Works is a member of the Senior Executive Team of the City, also known as the Top Management Group. Incumbent is expected to oversee all departmental operations, including budgeting for operational and capital improvement needs; hiring, supervising and evaluating staff; making presentations to the City Council; carrying out City policies; assisting with a wide variety of projects; and conferring with the City Manager regarding potentially controversial subjects and technical questions, and when clarifying special assignments. Acts on behalf of, and in the absence of, the City Manager.

**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; and other departments as assigned by the City Manager.

**ESSENTIAL FUNCTIONS**

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

Manages the development and administration of the public works departmental budget. Manages, reviews and coordinates financial sources for funding projects. Monitors public works departmental expenditures and 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.

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

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

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

Manages the preparation of engineering plans, drawings and specifications, engineering calculations, cost estimates, and 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.

Serves as Acting City Manager in the absence of the City Manager. Attend City Council meetings to represent the City Manager as needed.

Represents the City Manager at a variety of community and official events and meetings; Present and explain City programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.

At the direction of the City Manager, serve as a liaison on major initiatives in coordination with other Departments; and conduct research, critical analysis, financial analysis and special studies on complex and sensitive administrative and policy issues, as assigned.

### **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

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

supervisory administrative experience managing budgets, operations and personnel, as well as 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 and interpret specifications and blueprints; prepare comprehensive technical reports and contract documents; understand and interpret legal property descriptions, engineering maps and other records; interpret and follow City and departmental policies, rules and regulations; manage construction contracts; manage assigned staff in project work; communicate effectively both orally and in writing; work independently with little direction; meet deadlines and exercise sound judgment; establish and maintain cooperative working relationships with government and third-party agencies.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

**Salary Pay Table**  
**South Gate Top Management Employees (Unclassified)**  
**Effective October 9, 2018**

		Step A	Step B	Step C	Step D	Step E
701	CITY MANAGER	19,250	20,213	21,223	22,285	-
702	POLICE CHIEF	18,482	-	-	-	-
711	ASSISTANT CITY MGR/DIRECTOR OF PUBLIC WORKS	12,751	13,389	14,058	14,761	15,499
710	DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	12,751	13,389	14,058	14,761	15,499
703	DIRECTOR OF COMMUNITY DEVELOPMENT	11,790	12,380	12,999	13,649	14,331
706	DIRECTOR OF PARKS & RECREATION	11,258	11,821	12,412	13,033	13,684
704	DIRECTOR OF ADMINISTRATIVE SERVICES	11,031	11,583	12,162	12,770	13,409
708	FIELD OPERATIONS MANAGER	9,453	9,926	10,422	10,943	11,491

**Salary Pay Table**  
**South Gate Top Management Employees (Unclassified)**  
**Effective June 23, 2019**  
**3.0% Increase (Range 701)**  
**3.5% Increase (Ranges 702 - 710)**

		Step A	Step B	Step C	Step D	Step E
701	CITY MANAGER	19,808	20,799	21,839	22,931	-
702	POLICE CHIEF	19,102	-	-	-	-
711	ASSISTANT CITY MGR/DIRECTOR OF PUBLIC WORKS	13,176	13,834	14,526	15,253	16,015
710	DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	13,176	13,834	14,526	15,253	16,015
703	DIRECTOR OF COMMUNITY DEVELOPMENT	12,181	12,790	13,430	14,101	14,806
706	DIRECTOR OF PARKS & RECREATION	11,652	12,235	12,846	13,489	14,163
704	DIRECTOR OF ADMINISTRATIVE SERVICES	11,417	11,988	12,588	13,217	13,878
708	FIELD OPERATIONS MANAGER	9,784	10,273	10,787	11,326	11,893