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Class Specifications for the Class:PUBLIC WORKS MANAGER**Class Distinguishers:**

**Managerial Responsibility:** Manages the activities of a major public works branch or district office through subordinate professional supervisors. A position in this class works under general administrative direction, exercises broad authority for unreviewed action and decision with respect to technical aspects of the work and for planning and conducting the program in the assigned area of responsibility.

**Complexity:** This class reflects responsibility for planning, organizing, directing, managing and coordinating the activities of a major public works branch or district office. A position in this class exercises technical and administrative control, through subordinate supervisors, over major public works and/or related program(s) characterized by unique and complex problems.

**Personal Contacts:** A position in this class has extensive contacts with other engineering, architectural and administrative personnel and other technical experts to exchange technical and other information and to negotiate mutually satisfactory solutions to important issues. Contacts are also maintained with high-level officials from the State, other governmental agencies, educational institutions, private industry and the general public.

**Full Performance Knowledge and Abilities:** *(Knowledge and abilities required for full performance in this class.)*

**Knowledge of:** Architectural or engineering concepts relating to building, and site planning, design and construction; technological advances in public works and development in allied fields; laws, rules, regulations, codes, ordinances, policies and procedures applicable to the assigned area of responsibility; principles and practices of supervision and management; and principles and practices of safety.

**Ability to:** Manage a major public works branch or district office program(s) and activities through subordinate supervisors; develop and implement guidelines, policies and procedures for the assigned program area(s); participate in high-level conferences and discussions to plan programs, policies and standards and/or to reach agreement on major issues; deal effectively with subordinates, superiors and representatives of community groups, other governmental agencies, industry and the general public; write clearly and concisely and speak effectively before groups.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

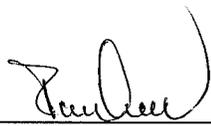
1. Plans, organizes, directs, manages and coordinates the activities of a major public works branch or district office through subordinate supervisors.
2. Develops and implements guidelines, policies and procedures for the branch.
3. Determines branch priorities and organizes the broader phases of work.
4. Participates in conferences and meetings with key management and technical personnel to discuss and reach agreement on important proposals and issues.
5. Provide consultation and advice on technical problems and issues and coordinate work efforts. Render decisions on problem situations.
6. Conducts periodic meetings with subordinate supervisors to keep them informed on current and future projects and policy and procedural matters.
7. Anticipates the need for and initiates recommendations for long-range projects.
8. Serves as the technical expert on committees considering important engineering/architectural matters.
9. Directs program planning and evaluation activities.
10. Recommends changes in organizational and functional structure and staffing to assure maximum efficiency.
11. Evaluates job performance of subordinates and conducts supervisory conferences on a regular basis.
12. Prepares and/or directs the preparation of technical and administrative reports and correspondence.

13. Serves as resource to other branch chiefs and their staff.
  14. Speaks to various organizations and community groups.
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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class PUBLIC WORKS MANAGER by the Department of Education Civil Service system.

DATE APPROVED: SEP 20 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources