City Council Meeting
09-28-26
Item
1.B.7

Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Angela Loera, Senior Management Analyst

Reviewed by: Christopher Smith, Assistant City Manager
Alicia Freeman, Human Resources Manager

Approved by: Joseph D. Irvin, City Manager

Date prepared: September 15, 2026 Meeting date: September 28, 2026

Subject: Adoption of Revised Job Classifications to Support Operational Efficiencies

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RECOMMENDED ACTION: Adopt the proposed revised job classifications to support departmental reorganization and operational efficiencies within the Public Works Department.

FISCAL IMPACT: There is no fiscal impact on adjusting these revised job classifications.

STRATEGIC PRIORITY: This item supports the City's 2025-2028 Strategic Plan goals.

DISCUSSION: Human Resources, in coordination with the City Manager's Office, conducted a review of the job classification for the Public Works Director/City Engineer position and Assistant Public Works Director/Assistant City Engineer position to ensure the City is able to attract the most competitive pool of candidates as well as better reflect the expanded scope of responsibilities within the Public Works Department with the addition of Environmental Programs to the department.

The proposed revisions would rename the Public Works Director/City Engineer classification to Public Works Director and the Assistant Public Works Director/Assistant City Engineer classification to Assistant Public Works Director/City Engineer. Under the proposed structure, the Public Works Director will no longer be required to possess a valid California Professional Engineer (PE) registration. However, the certification will remain as highly desirable within the classification qualifications. Instead, the PE registration requirement would apply to the Assistant Public Works Director/City Engineer who would

assume the City Engineer responsibilities. Additionally, the City has several key positions that require a PE certification, including the City's Building Official in Community Development and the Assistant Director and four engineer positions in Public Works.

As part of this analysis, staff reviewed Public Director positions in several regional cities and found that many do not require the PE certification. The proposed revisions are consistent with practices utilized by comparable public agencies such as Agoura Hills, Beverly Hills, Calabasas, Camarillo, Culver City, Laguna Beach, Manhattan Beach, Redondo Beach and Thousand Oaks. It also enables an organizational structure that distinguishes overall departmental leadership from the technical and professional responsibilities of the City Engineer.

ADMINISTRATION AND FINANCE SUBCOMMITTEE: This matter was reviewed by the Administration and Finance Subcommittee on September 15, 2026. The Subcommittee approved the proposal and recommended that the City Council adopt the proposed revised job classifications for the Public Works Director/City Engineer and the Assistant Public Works Director/Assistant City Engineer.

ATTACHMENTS:

1. Public Works Director – Revised Job Description
2. Assistant Public Works Director/City Engineer – Revised Job Description

CITY OF MALIBU
PUBLIC WORKS DIRECTOR
Class Description
Established: July 2013
Revised: September 2026
FLSA: Exempt

DEFINITION

Under administrative direction, plans, directs, manages and oversees the activities and operations of the Public Works department including engineering, capital improvement project design and construction, transportation, streets and traffic control, flood plain management, solid waste management, stormwater and wastewater operations and management, management and implementation of assessment districts, and facility, equipment and infrastructure maintenance; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to City management staff and City Council in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager and/or Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the Public Works Department including providing oversight and administrative direction to Assistant Director of Public Works/City Engineer and related duties and responsibilities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department.
- Establishes, within City policy, appropriate service, and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

- Manages and participates in the development and administration of the Department's operating and capital improvement budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as necessary.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees traffic engineering and transportation planning activities; develops local, State and Federal funding sources for such activities.
- Oversees the provision of contracted services; prepares specifications and requests for proposal; evaluates bids and makes recommendations for contract aware; manages and administers contract to ensure compliance with contractual obligations and approved budget.
- Plans, directs, and coordinates the Public Works Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public services.
- Represents the Public Works Department to other City departments, elected officials, and outside agencies; coordinates department activities with those of other departments and outside agencies and organizations.
- Directs and participates in the preparation, review, and presentation of reports; provides recommendations to the City Manager, City Council, various boards as required; manages special projects as assigned by the City Manager.
- Receives, investigates, and responds to the most difficult and sensitive complaints, inquiries, and requests for services and takes necessary action to resolve.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:
Eight (8) years of increasing responsible public works and/or construction management experience, including four (4) years of administrative, supervisory and management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
  Possession of a valid California registration as a Professional Engineer (PE), highly desirable.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Public Works Department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, techniques, procedures and standards of capital improvement engineering, design, construction, inspection, funding, and long-term maintenance.
- Principles and concepts of municipal infrastructure maintenance, repair, and replacement.
- Principles and practices of budget development and administration.
- Modern and complex principles and practices of program development and administration.
- Technical, legal, financial, and public relations problems associated with the management of public works programs.
- Grant application and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive public work design, engineering, construction, and maintenance program.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Conduct effective negotiations with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Make accurate arithmetic, financial and statistical computations.
- Direct the maintenance of and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Subject to any reasonable accommodations that is required by the American and Disabilities Act (ADA) or California Disabled Persons Act (CDPA).

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend,; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise,

dust, and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.

City of Malibu

ASSISTANT PUBLIC WORKS DIRECTOR/ CITY ENGINEER
Class Description
September 2026
FLSA: Exempt

DEFINITION

Under the direction of the Director of Public Works, this management position oversees the Engineering Division, assists in the administration of the Public Works Department, including public works, engineering, transportation, public and private sub-division development reviews, capital projects, FEMA floodplain management, assessment districts, Stormwater (NPDES) management, permitting, consultant management, working with regulatory and outside agencies, provides professional assistance to the Public Works Director, the City Council, other departments and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required. May perform the duties of the Director of Public Works in their absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the Public Works Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a single-position mid-management classification in the Public Works Department. The incumbent assists with the daily operations of the Public Works Department and is primarily responsible for managing the department's public works city engineering services activities. Requires an extensive professional background in public works agencies and private civil engineering organizations relating to sub-divisions and developments; city engineering; as well as planning and coordination of capital improvement projects. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives in order to apply concepts, plans and strategies that may require a variety of non-conventional methods and systems to achieve established goals and objectives. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all engineering functions. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Director of Public Works in managing and directing the Public Works Department; assume the duties of the Director of Public Works in the director's absence. Assist in the development and implementation of departmental goals, objectives, policies, and procedures.
- Plan, organize, and direct Engineering Division activities, including Civil Engineering, Traffic Engineering, and all other related activities.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director of Public Works; directs the implementation of improvements.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Develop and implement the work plan for the Engineering Division; identify and resolve problems, assign work activities, projects, and programs; monitor workflow; reviews and evaluates work products, methods, and procedures.
- Prepare the Public Works Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget. Oversee the preparation of construction plans, specifications, and estimates for utilities, streets, and other public infrastructure; develop engineering criteria for project design.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with City standards and specifications, time, and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Participate in or oversee the preparation of utility master plans and projects for the Capital Improvement Program; prepare and review written reports and recommend strategies to address the City's utility and public infrastructure assets.
- Analyzes civil engineering plan design, specifications, consultant, and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.

- Oversee proposed private development to ensure regulatory compliance of subdivision maps, surveys, parcel maps, and plans for construction of public improvements; provide comments and conditions for development entitlements and permits.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on development issues and acquiring information.
- Oversee all phases of public works engineering projects including conceptualization, survey, right-of-way acquisition, design, bidding, construction, and inspection.
- Review and recommend approval of subdivision public improvement agreements, development agreements, and bonds.
- Review and/or recommend approval of parcel and tract maps, lot line adjustments, lot ties, legal descriptions, easements, vacations, encroachments, and plans prepared by private engineers for the development of subdivisions and work within public rights-of-way.
- Maintain engineering records including maps, plans, survey notes, and the Department's Geographic Information System (GIS).
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to engineering programs, policies, and procedures as appropriate.
- Prepares, reviews, and completes various reports, including City Council agenda reports, employee performance reviews and division related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the Engineering Division and Public Works Department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Public Works Director; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Engineering programs, policies, and procedures, as appropriate.
- Develops and reviews staff reports related to engineering activities and services; presents reports to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to planning activities.
- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of Civil Engineering.

- Confers with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Prepares plans, specifications, and cost estimates for capital improvement projects.
- Provides assistance with management and administration of Landslide Assessment Districts.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings, and structures.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Request for proposal (RFP) process for consultant acquisition and public bidding of construction projects.
- Operational characteristics, services, and activities of a municipal engineering program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Subdivision Map Act and subdivision agreements and conveyances.
- Principles and practices of highway design.
- Principles, methods, and practices of construction and grading.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Sources of information related to engineering theory and practices applicable to wastewater treatment and collections, as well as levee construction, maintenance, and repair.

- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Principles and practices of public agency budget development, administration, and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- General understanding and working knowledge of Caltrans programs, processes, projects, and procedures
- General principles of risk management related to the functions of the assigned area.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet, and database applications, including Microsoft Outlook and GIS
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Skill in:

- Planning, organizing, and directing effective capital improvement and public works engineering services programs.
- Recommending and implementing goals, objectives, and practices for providing effective and efficient engineering services.
- Providing administrative and professional leadership and direction for the Engineering Division.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations, and preparing effective technical reports.
- Analyzing and interpreting engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Preparing and administering large and complex budgets.

- Interpreting, applying, explaining, and implementing complex laws, codes, regulations, and ordinances.
- Effectively representing the department and the City in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Planning, organizing, scheduling, assigning, reviewing, and evaluating the work of staff.
- Training staff in work procedures.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Making effective public presentations including technical material to non-technical audiences.
- Managing and maintaining accurate records and files.
- Operating modern office equipment including computer equipment and software programs, such as word processing, spreadsheet, and computer aided design (CAD) software and applications.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an Accreditation Board for Engineering and Technology (ABET) accredited four-year college or university with major coursework in civil engineering or a related field. Master's degree in engineering or related field is desirable.

Eight (8) years of civil engineering and/or public works experience, including two (2) years of supervisory experience. Possession of a master's degree may be substituted for one year of the required experience.

License and Certification:

Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Must possess a valid certificate or registration as a Professional Engineer (PE) in the State of California upon appointment.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Subject to any reasonable accommodations that is required by the American with Disabilities Act (ADA) or California Disabled Persons Act (CDPA).

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend,; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.