



Deputy Public Works Director – Operations

Purpose of the role:

Oversees and assists in the management and of the Public Works Operations Divisions including Utilities and Maintenance for water utilities, wastewater utilities, wastewater treatment, water quality, streets, landscape, fleet services, storm drains, graffiti abatement, administrative/office support, information technology, and purchasing.

Distinguishing Characteristics:

The Deputy Public Works Director is an assistant department head with the responsibility for policy development, program planning, fiscal management, administration and operational direction of assigned departmental functions or divisions. The incumbent provides highly responsible and complex managerial support to the Public Works Director in planning, organizing and directing public works and utilities programs and services. The incumbent is accountable for ensuring effective program planning, systems and quality of operations. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing business practices.

Essential Duties and Responsibilities:

- Provide strategic direction and leadership to ensure the development, implementation and administration of short and long-term plans, goals and objectives pertaining to public works operations to deliver first-class wastewater treatment operations, wastewater collection, water utilities and public works operations and maintenance to the City.
- Ensure timely and effective delivery of services to meet short-term and long-term goals and objectives.
- Plans, organizes, controls, integrates and evaluates the work of subordinate managers; develops, implements and monitors long-term plans, goals and objectives with subordinate managers and staff; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of managers and staff;

establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.

- Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Provides significant managerial support in the development and administration of the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Assists the Public Works Director with departmental issues as related to the City Council and City Manager; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; assists in the preparation of new City ordinances and the revision of existing ordinances.
- Monitors developments related to public works and utilities matters, evaluates their impact on City operations and assists in formulating and implementing policy and procedure improvements.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Evaluate operational issues to determine whether efficient and current with the latest trends in the public works discipline.
- Provide leadership for problem resolution to facilitate improvements and improved working relationships.
- Coordinate and drive working relationships with key internal partners and external partners.
- Maintain effective relationships with a variety of community organizations, groups and individuals to promote positive public relations.
- Meet with developers, contractors, engineers, consultants and other professionals with regard to the approval, development, preparation, monitoring and coordination of projects.
- Maintain controls that accurately reflect completed work against plans, schedules and budgets, and ensure user/management involvement at appropriate milestones.
- Direct the development and reporting of performance metrics and direct actions to continuously improve managing public works.
- Evaluate advancements in public works to improve customer/user satisfaction, reduce operating expenses and maximize operating

efficiency.

- Perform other duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive public works program including public works maintenance and operations, capital improvement engineering and administration, municipal water systems, and wastewater collection and treatment.
- Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems including that of wastewater collection and treatment facilities.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of construction/capital improvement project management, administration, and coordination.
- Principles and practices of program development and administration.
- Mathematical principles as applied to civil engineering work.
- Types and level of maintenance and repair activities generally performed in a public works program.
- Principles and practices of public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Provide complex managerial support in directing a comprehensive public works program including public works maintenance and operations, capital improvement engineering and administration, traffic engineering, municipal water systems, and wastewater collection and treatment programs.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Negotiate and administer various contracts and agreements.
- Present proposals and recommendations clearly and logically in

public meetings.

- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Interpersonally Effective
- Problem Solver and Decision Maker
- Strategic Thinker
- Planner and Organizer
- Effective Communicator
- Skill and Career Development Coach

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field.

Experience:

Ten or more years of progressively responsible public works experience, four of which were in a management and administrative capacity.

Licenses: Certificates: Special Requirements:

A valid Class C California driver's license is required.

Relevant licenses and/or certifications are desirable but not required.

The conditions herein 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 job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged period of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operator office equipment. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing: in the normal audio range with or without correction.

Environmental: Standard office setting.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 07/04/15

Date Revised: