



Deputy Public Works Director

Purpose of the role:

Under general administrative direction from the Public Works Director, assists in the management and day-to-day operations of the Public Works Department; participates in managing and directing the services of the Municipal Service Center, Resource Management, Engineering, and Wastewater Treatment divisions; directly supervises the activities of the traffic and transportation, land development, utilities capital improvement, and capital improvement divisions; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; serves as Acting Public Works Director in the Director's absence; and performs related duties as assigned.

Distinguishing Characteristics:

The Deputy Public Works Director is an assistant department head with 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 business needs and changing business practices.

Essential Duties and Responsibilities:

- 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.
- Supervises the efforts and results of division heads in Capital Projects, Traffic Development and Wastewater Capital Improvement Program.
- 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.
- Meets with developers, contractors, engineers, consultants, and other professionals with regard to the approval, development, preparation, monitoring and coordination of projects of a public works/engineering nature and in regard to the operations and maintenance of public works facilities.
- Provides staff assistance to the Public Works Director; completes special projects as assigned; represents the Public Works Director with senior management and the City Council; serves as acting Public Works Director in the absence of same; prepares and presents staff reports and other necessary correspondence.
- Maintains effective relationships with a variety of community organizations, groups and individuals to promote positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Maintains current knowledge of new trends and innovations in the field of engineering and public works maintenance, construction, and repair; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- 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.
- Serves as Acting Public Works Director as assigned.
- Performs related 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, traffic engineering, municipal water systems, and wastewater collection and treatment.
- Concepts, theories, principles, and practices of engineering including land surveying, mapping, and traffic engineering.
- 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, 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:

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

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:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

Education and Experience Guidelines:

Nine years of progressively responsible professional civil engineering and public works or utilities experience including three years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

A valid certificate of registration as a Professional Civil Engineer issued by the California Board for Professional Engineers and Land Surveyors.

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 periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate 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:** Hear in the normal audio range with or without correction.

Environment: 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: 7/5/03

Date Revised: 5/1/06