

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, direct, supervise and review the activities of a variety of projects and programs throughout the Public Works Department, including engineering and/or utility functions, and to provide professional and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Director of Public Works, the Deputy Public Works Director plans, organizes and directs engineering, transportation, and other related activities; coordinates assigned activities with other divisions and departments; and provides highly complex staff assistance to the Public Works Director.

SUPERVISION RECEIVED

General direction is provided by the director of Public Works.

Responsibilities include the direct and indirect supervision of professional, technical, field maintenance, and clerical personnel especially in the functional areas of engineering and/or utilities.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Establish overall objectives, operating principles, and work practices of engineering and/or utilities staff.

Organize work, evaluate employee performance and take corrective action as necessary to ensure maximum efficiency and productivity.

Train and motivate employees to ensure reasonable professional growth and effective work attitudes.

ESSENTIAL DUTIES (continued):

Assist department head in explaining and interpreting division policies, problems and proposals to City officials, other agencies and the general public.

Supervise and participate in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

If assigned functional responsibility for Engineering, emphasis is on the following:

Establish and monitor capital project implementation to ensure design and inspection of those same projects to high professional quality standards, yet within industry cost indices and time schedules.

Measure and manage the performance of the Engineering Division staff and take corrective action as necessary, to ensure the efficient accomplishment of assigned tasks.

Act as a technical advisor to City Council, city manager, and department heads on engineering problems.

If assigned functional responsibility for Utilities, emphasis is on the following:

Establish and review water distribution and sewage collection system operations and rate setting criteria.

Supervise, coordinate and review the construction, operation and maintenance of the domestic water and sewage systems and wastewater treatment plant.

Coordinate water and sewer utility activities with other City departments, divisions, and sections and with outside agencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering including mapping, hydrology, hydraulics, soils mechanics, and water, sewer, and traffic engineering.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of public roadways and/or a water and sewer system.

Applicable laws and regulatory codes related to development and construction of public works.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Recent developments, current literature and sources of information regarding water and sewer utilities and civil engineering practices.

Principles and practices of organization, administration, budget, and personnel management.

Ability to:

Supervise the preparation of engineering documents, comprehensive technical reports CEQA studies, requests for proposals, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Council agenda reports.

Oversee property acquisition and disposition.

Supervise private development plan review, including plan check, conditions of approval and development agreements.

Respond to emergencies in the event of a natural disaster or major incidents.

Understand transportation planning and management concepts.

Analyze organization and operational issues and select proper courses of action.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate professional, technical and clerical subordinates.

Organize assigned work functions in an effective and efficient manner.

EXPERIENCE AND EDUCATION

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

Experience: Five years of progressively responsible supervisory and administrative experience in the operation of a large water distribution and/or wastewater treatment system and/or engineering organization.

EXPERIENCE AND EDUCATION (continued):

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate: Possession of a Certificate of Registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

U510

May 1981

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EEO Code: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt