



DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, manages the City's public works programs, including Field Services and General Services Division. Programs and activities within Field Services include maintenance of streets, parks, fleet, facilities, water production, utility systems, contract administration, and customer service; under General Services include engineering, environmental services, and administrative operations, coordinates the development and execution of complex capital projects. Both divisions provide highly responsible and complex administrative support to the Director of Public Works. May also act in the absence of the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over supervisory, professional, technical, clerical, field, and paraprofessional staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Manage and participate in the development and implementation of department goals, objectives, policies and procedures, and priorities for assigned division.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of improvements.

Participate in the selection, training, evaluation, and motivation of public works staff; work with employees to correct deficiencies and implement discipline and termination procedures when appropriate.

Plan, prioritize, assign, supervise, review, and participate in the work plan for assigned Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare and manage budget, including identification of staffing, equipment, material, and supply needs; assists in the preparation of project costs; monitors and approve expenditures.

Supervises and participates in the preparation and evaluation of requests for proposals relating to assigned projects; directs the preparation of project cost estimates for competitive bidding.

Manage and administer consulting and other related contracts; review work to ensure compliance with specifications, and ensure compliance with codes, ordinances, and standards.

Serve as a liaison for the department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide staff support to boards and commissions; attend and participate in professional group meetings; stay abreast of new trends within the department.

Conduct special surveys and studies, including gather information from other cities and agencies and make recommendations.

Makes formal presentations to the City Council, Commissions, and the general public. Prepares related comprehensive written reports and oral presentations.

Answer inquiries from the public and staff, review and investigate citizen complaints and service requests ensuring appropriate disposition.

Assist with the development and implementation of short and long-range planning activities and strategies.

Create and foster an environment and culture of collaboration, teamwork, innovation, and efficiency.

Perform related duties as assigned.

When assigned to the Field Services Division (Utilities, Maintenance, and Contract Services):

Provide technical guidance in water production, sewer, street, parks, and facilities maintenance, general services, utility systems, fleet services, contract maintenance and customer service.

Direct and manage construction and maintenance of City streets, water, wastewater systems, facilities and fleet maintenance activities.

Develop fleet management programs and quality control strategies to enhance fleet performance and capabilities; establish standard maintenance repair methods and replacement schedules.

Maintains inventory of supplies and requisition materials.



Coordinate stand-by emergency response and/or respond to emergencies.

When assigned to the General Services Division (Engineering, Environmental Services, and Administration):

Provide administrative guidance and supervision to support staff in engineering, environmental services, administration, contract maintenance and customer service.

Manage complex capital improvement projects, from inception to completion; make recommendations and implement necessary and appropriate changes; conducts continuous analysis of future proposed projects affecting the City.

Prepares and/or participates in preparation of applications for State and Federal funds or grants; monitors compliance with applicable terms of such grants.

Manages and directs the activities related to the City's refuse collection, recycling, waste diversion, landfill operations, storm drain systems, and groundwater monitoring programs; planning efforts for reducing, recycling and reusing the waste generated within the City.

Plans and oversees the department's various public outreach and education programs; write press releases; contribute to website content and social media presence.

Provide oversight for engineering projects, permitting and inspections.

Analyze the organization and external environment to identify issues or opportunities in support of regional policies and developments.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Principles of budget and contract administration, system and procedures, and public bidding process and procedures.

Principles of civil engineering, inspection practices, and permitting procedures.



Principles of construction practices and capital project development and execution.

Standard safety practices required by OSHA/CalOSHA.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, organize, review the work of, train, and supervise subordinate staff.

Plan, coordinate and perform project management and coordination.

Respond to questions from the public and staff.

Exercise cultural sensitivity and awareness.

Delegate authority and responsibility.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to capital projects, public works inspections, and public works permitting processes.

Read and interpret blueprints, construction plans and related documents.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Research, collect, compile and analyze information and data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations; organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

BA/BS in Public or Business Administration, Civil Engineering, or related field, and five (5) years increasingly responsible professional experience in the construction industry, civil engineering field, or public works profession, including two (2) years in a supervisory capacity. MA/MS highly desirable.

LICENSE OR CERTIFICATE

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 40 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

