DEPUTY DIRECTOR OF PUBLIC WORKS
WATER & SEWER UTILITIES
(Exempt, Management Position)
$98,725—$120,000 annually

Deadline to Apply:
5:00 P.M. Friday, March 20, 2015

DEADLINE TO APPLY:
5:00 P.M. FRIDAY, MARCH 20, 2015
About the City of Ukiah & Community

The City of Ukiah is located in the beautiful Northern California Yokayo Valley, surrounded by rich grape vineyards, pear orchards and coastal mountains. Situated on the busy Highway 101 corridor, Ukiah is located about 100 miles north of San Francisco, providing easy access to Bay Area resources. About an hour drive west from the Mendocino Coast and located near spectacular redwood forests, Ukiah invites an abundance of recreational and cultural pursuits. It is an ideal location to live, work and play!

The County Seat of Mendocino County, Ukiah is a full service City providing public safety, water, sewer and electric utilities, land use planning and development services, parks, recreation and street maintenance. The City is governed by a five-member Council, elected at-large by the citizens of Ukiah. Ukiah has a population of 15,500 and serves over 40,000 residents of the greater Ukiah area.

About the Position

The City of Ukiah is seeking an energetic professional with effective and innovative leadership qualities to function as Deputy Director of Public Works for Water and Sewer Utilities. Under the administrative direction of the Director of Public Works/City Engineer, this position assists in the planning, directing, managing, and coordinating of various Water and Wastewater Public Works facilities, field service programs, and activities; provides highly responsible technical and staff assistance; and assists in the planning and designing of municipal construction and capital improvement projects and supervising their inspection.

The City of Ukiah has one full-time position open. This is an exempt, management level position in the Public Works Department. Responsibilities include the direct supervision over Water and Sewer Division personnel.

Examples of Duties

Examples are intended only as illustrations of the various types of work performed by this class.

- Plans, organizes, directs and evaluates the water production and distribution system, sewer collection system and wastewater treatment facilities.
- Performs complex field and office engineering work in connection with the location, design, construction, and maintenance of Public Works Water and Wastewater Utilities projects.
- Prepares comprehensive written reports and statistical support data relating to Public Works Water and Wastewater projects and work programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities of the Water and Wastewater Utilities of the Public Works Department.
- Assists in the planning, directing, supervising, and coordinating of engineering work in Water and Wastewater projects and the design and construction of Water and Wastewater facilities and infrastructure.
- Supervises and conducts field inspections of municipal contract construction and repair work and provide assistance.
- Conducts and supervises plan checks for adherence to codes and standards.
- Performs detailed analysis and prepare a variety of required governmental reports and statistical tabulations.
- Assists in the supervision of consulting engineering staff in the preparation of plans, project specifications, legal descriptions, surveys, and other engineering work.
- Assists in the coordination of engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Directs, through the supervisors, crews engaged in water and wastewater repairs and construction activities, including repair of water leaks, main replacements, manhole installation and repair.
- Participates in the preparation and administration of all Public Works Water and Wastewater Utilities departmental budgets.
- Represents the City in the community and at professional meetings as required.
- Works with the public to answer questions and provides technical information.
- Assists in the selection, supervision, training, and evaluation of staff.
- Work flexible hours.
- Perform other duties as assigned.

Summary of Qualifications

Knowledge of:

- Special Districts operations and governance, particularly as related to water and sewer utilities
- Engineering principles and practices as applied to water and sewer field and plant operations, including planning, design and construction, and operation and maintenance.
- Federal, State, and local laws, codes and regulations.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Accepted methods of constructing, maintaining, and repairing water and sewer field and plant operations.
- Recordkeeping and reporting procedures.
- Principles and practices of organization, administration, budget, facility, and personnel management.
- Technical, legal, and financial issues involved in the conduct of a municipal public works program.
- Applicable Federal and State regulations.

Ability to:

- Assist in the supervision of a City-wide program of water and wastewater utilities activities.
- Read and interpret construction plans and specifications.
- Perform technical engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Assist in the supervision, training, and evaluation of staff.
- Prepare comprehensive and complex technical reports.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.