

JOB DESCRIPTION



DEPUTY PUBLIC WORKS DIRECTOR

(Exempt, Management Position)

DEFINITION

Under the administrative direction of the Director of Public Works/City Engineer, to assist in the planning, directing, managing, and coordinating of various Public Works facilities, field service programs, and activities; to provide highly responsible technical and staff assistance; to assist in the planning and designing of municipal construction and capital improvement projects and supervising their inspection; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Perform complex professional field and office engineering work in connection with the location, design, construction, and maintenance of Public Works projects. (E-M)
- Prepare comprehensive written reports and statistical support data relating to public works projects and work programs. (E, M)
- Participate in the development and implementation of goals, objectives, policies, and priorities for the maintenance and expansion of the City's public streets, water utility, wastewater utility and storm drain utility. (E-M)
- Assist in the planning, directing, supervising, and coordinating of professional engineering work in traffic engineering projects and the design and construction of streets, sidewalks, storm drainage facilities, water and wastewater system infrastructure, park or recreation facilities, and other public works. (E-M)
- Supervise and conduct field inspections of municipal contract construction and repair work (street improvements, sidewalk, curb, gutter, storm drain, water, and sewer) and provide direction as needed. (E-M)
- Assist in the ~~operational and~~ closure activities and post-closure maintenance requirements for the City's landfill facility; (E, M)
- Assist in the coordination of the City's compliance with federal, state, and county solid waste regulations. (E)
- Assist in the supervision and coordination of the garbage/recycling franchise with contractor. (E)
- Perform detailed analysis and prepare a variety of required governmental reports and statistical tabulations. (E)
- Supervise engineering staff in the preparation of plans, project specifications, public works inspections, legal descriptions, surveys, and other engineering work performed by staff members. (E-M)
- Assist in the supervision of plan checks for adherence to codes and acceptable engineering standards, make various recommendations for improvements. (E)
- Assist in the coordination of engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Work with developers and private engineering firms to coordinate the construction of new subdivisions and improvements. (E)
- Direct, through the Supervisors, work crews engaged in street, water line, ~~and sewer line,~~ and storm drain repairs, and construction activities, including patching streets, repairing curbs and gutters, painting street markings, installation of traffic signs; maintaining the landfill; repairing and maintaining automotive and other equipment. (E-M)

- Participate in the preparation and administration of all Public Works departmental budgets. (E)
- Assist in implementing City's storm water management plan
- Assist in implementing Phase 1 storm water permit implementation guidelines
- Assist in the direction of the City's fleet management program, including vehicle replacement and maintenance scheduling. (E)
- Represent the City in the community and at professional meetings as required. (E)
- Work with the public to answer questions and provide technical information.
- Select, supervise, train, and evaluate staff. (E)
- Make decisions on problems of design, materials, and processes proposed in connection with new construction or major repairs. (E)
- Select, supervise, train, and evaluate staff. (E)
- Serve as the Director of Public Works/City Engineer in his/her absence. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Accepted methods of constructing, maintaining, and repairing streets, curbs, gutters, storm drains, water lines, and sewer lines.-
- Recordkeeping and reporting procedures.
- Municipal storm water regulations, low impact development guidelines, and best management practices for storm water projects.
- Principles and practices of organization, administration, budget, facility, and personnel management.
- Fleet maintenance operations.
- Solid waste disposal site and landfill management closure regulations and post-closure maintenance requirements.
- 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 public works 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.
- Supervise, train, and evaluate 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.
- Lift 20 pounds.
- Traverse uneven or steep ground.
- Work in extreme weather conditions.

Experience:

Four years of progressively responsible professional work experience in the field of civil engineering, with at least two year experience of public works management in a municipal or county government.

Education:

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

Necessary Special Requirements:

- Possession of a valid certificate of registration as a Civil Engineer issued by the State Board of Registration for Civil and Professional Engineers is required.
- Possession of a valid certificate of registration as a Land Surveyor is desirable.
- Possession of a valid Class C California Driver's License is required.

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