

JOB DESCRIPTION



DEPUTY DIRECTOR OF PUBLIC WORKS

Water and Sewer Utilities

(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 Water and Wastewater 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**

- Plans, organizes, directs and evaluates the water production and distribution system, sewer collection system and wastewater treatment facilities. **(E,M)**
- Perform complex field and office engineering work in connection with the location, design, construction, and maintenance of Public Works Water and Wastewater Utilities projects. **(E,M)**
- Prepare comprehensive written reports and statistical support data relating to Public Works Water and Wastewater projects and work programs. **(E,M)**
- Participate in the development and implementation of goals, objectives, policies, and priorities of the Water and Wastewater Utilities of the Public Works Department. **(E,M)**
- Assist 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. **(E,M)**
- Supervise and conduct field inspections of municipal contract construction and repair work and provide assistance. **(E,M)**
- Conduct and supervise plan checks for adherence to codes and standards. **(E,M)**
- Perform detailed analysis and prepare a variety of required governmental reports and statistical tabulations. **(E)**
- Assist in the supervision of consulting engineering staff in the preparation of plans, project specifications, legal descriptions, surveys, and other engineering work. **(E,M)**
- Assist in the coordination of engineering activities and field service programs with other City departments and divisions and with outside agencies. **(M)**
- 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. **(E,M)**
- Participate in the preparation and administration of all Public Works Water and Wastewater Utilities departmental budgets. **(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. **(E)**
- Assist in the selection, supervision, training, and evaluation of staff. **(E)**
- Work flexible hours. **(E)**
- Perform other duties as assigned.

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.
- Work flexible hours.
- Lift 20 pounds.
- Traverse uneven or steep ground.
- Work in extreme weather conditions.

Experience:

Ten years of increasingly responsible experience in water and sewer field, plant operations and management; including two years of supervisory experience.

Education:

Equivalent to a Bachelor's of Science Degree in Engineering or Science related field from an accredited college or university. Additional specialized training in water, sewer or engineering highly recommended.

Special Requirements:

- Possession of a valid Class C California Driver's License is required.