

DEPUTY PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Operations Division and Collection Systems/NPDES Division within the Public Works Department including streets, fleet, parks and landscape, facilities and marina sections, wastewater and storm water systems; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; and serves as second in charge of the Public Works Department and acts as the Public Works Director in his/her absence.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the overall management of the Public Works Department; assume day-to-day management responsibility for the Operations Division including streets, fleet, parks and landscape, facilities and marina sections; wastewater and storm water systems for the Collections Systems/NPDES Division.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; in association with the Public Works Director, participate in the development and administration of the Public Works Department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Oversee and administer the daily operations of the streets, fleet, parks and landscape, facilities and marina sections; and wastewater and storm water systems division in compliance with guidelines, requirements, and regulations; oversee the submittal of required reports.
8. Oversee the establishment, implementation, and monitoring of a preventive maintenance program with responsibility for division staff and equipment to include inspection, cleaning, and repair of the City's assets relating to the wastewater collection and storm water systems.
9. Oversee preparation and submittal of regular operations and maintenance reports and required regulatory reports to consultant and local, state, and federal agencies; ensure compliance with local, state, and federal regulations.

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10. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop and implement capital projects for improvements and expansion of the collection and storm water systems.
11. Develop bid specs and obtain and review bids for chemicals, supplies, and outside contractual services, monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specification as necessary.
12. Serve as the liaison for the Operations and Collections Systems/NPDES Divisions with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Oversee and inspect public works facilities and infrastructures; visits work sites to monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the field.
14. Oversee safety programs for assigned sections and work groups; assist with action planning for safety programs.
15. Serve as the liaison for the Operations Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public works; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Serve as the Public Works Director as required.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of assigned public works maintenance operations and program areas including street maintenance, fleet services, parks and landscape maintenance, facility maintenance and marina maintenance; a comprehensive municipal collections system and NPDES program functions and program areas.
- Advanced methods, practices, procedures and materials used in the construction maintenance, operation, repair and improvement of municipal street, fleet, parks and landscape, facilities and marina; wastewater collection, storm channels and related facilities.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management, administration, and coordination.

- Modern methods, tools, equipment, materials, and work practices utilized in public works maintenance operations and service areas including street maintenance, fleet services, and parks maintenance.
- Types and level of maintenance and repair activities generally performed in a public works maintenance operations and program areas, including street maintenance, fleet services, and parks maintenance.
- Geography and public works systems of the City.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of multiple sections, work groups, and/or service areas within a comprehensive public works operations division, collection systems, and NPDES program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Oversee and participate in the completion of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the Public Works Department during public contacts.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in construction, business administration, public administration, or a closely related field.

Experience:

Six years of broad and extensive experience in public works development and maintenance activities or related service delivery operations, including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Adopted October 2010
Revised: December 2012

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.