



Assistant Director of Public Works

Definition

Under general direction, plans, organizes, manages, and provides direction and oversight for the operations and maintenance activities of the Public Works Department including elements of the Capital Improvement Program (CIP) planning, design, and construction, and the Environmental Programs division. Assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public. Fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups. Provides highly responsible and complex professional assistance to the Director of Public Works in areas of expertise, and performs related work as required.

Class Characteristics

This is the Assistant Director classification in the Department of Public Works. The incumbent oversees, directs, and manages the operations and maintenance activities of the Public Works Department, including elements of the short- and long-term Capital Improvement Program (CIP) planning, development and administration of Federal, State, and local funds for capital improvements and expansions, and providing professional-level support to the Public Works Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Director of Public Works in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

Supervision Received and Exercised

Receives administrative direction from the Director of Public Works. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Assumes management responsibility for all operations and maintenance public works divisions, including grounds, streets, facilities/fleet, trees, grounds and environmental programs divisions.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned divisions. Recommends, within departmental policy, appropriate service and staffing levels. Recommends and administers policies and procedures.

Manages the development and administration of the annual budget and capital improvement budgets for the assigned division. Directs the forecast of additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Directs and implements adjustments as necessary.

Conducts capital improvement project planning activities as assigned by the Director. Provides oversight and input into the conceptual design of engineering projects. Investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.

Selects, trains, motivates, and evaluates assigned personnel. Provides or coordinates staff training. Works with employees on performance issues. Responds to staff questions and concerns. Makes discipline recommendations to the Director.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors work load, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement and reviews with the Director. Directs the implementation of assigned capital and operational improvements.

Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes. Evaluates proposals and recommends project award. Negotiates and administers contracts after award. Ensures contractor compliance with City standards and specifications, time and budget estimates. Analyzes and resolves complex problems that may arise. Recommends and approves field changes as required.

Serves as a liaison for the department to other City departments, divisions, elected officials, the public, and outside agencies. Attends meetings in various locations. Provides staff support to commissions, committees, and task forces. Participates in community events and workshops that provide public information regarding departmental programs, projects, and services. Explains and interprets departmental programs, policies, and activities.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, as well as various boards, commissions, and committees, as assigned by the Director of Public Works.

Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of maintenance and operations and other types of public works services as they relate to the area of assignment.

Maintains and directs the maintenance of working and official departmental files as assigned by the Director.

Monitors changes in laws, regulations, and technology that may affect City or departmental operations. Implements policy and procedural changes as required.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
Performs other duties as assigned.

Qualifications

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.

Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs. Principles and practices of municipal government administration.

Principles and practices of civil engineering/construction management as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities. Methods, materials and techniques used in the construction of public works projects.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Methods and techniques for the development of presentations, contract negotiations and management, business correspondence, and information distribution. Research and reporting methods, techniques, and procedures.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work. English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.

Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.

Plan, organize, and direct effective capital improvement and related services and programs. Prepare and administer large and complex budgets. Allocate limited resources in a cost effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and public works maintenance and operations policies and procedures.

Select, train, motivate, and evaluate the work of staff and train staff in work procedures. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations. Effectively administer a variety of public works maintenance and operations programs and administrative activities.

Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, or a related field, and six (6) years of management and/or administrative experience in

civil engineering and capital improvement program administration, including two (2) years of supervisory experience.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Possess and maintain a valid certificate or registration as a Professional Engineer in the State of California preferred.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. Vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to attend Commission/Committee meetings outside of regular work hours or work as needed for emergencies on evenings, weekends, and holidays.

FLSA: Exempt
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