



## Position Description

### **DEPUTY PUBLIC WORKS DIRECTOR-ADMINISTRATION & ENGINEERING**

#### **GENERAL PURPOSE**

Under general direction, plans, organizes, coordinates and directs the activities of the various functional working units in the Engineering Services Division of the Public Works Department; supervises professional, technical staff and subordinate personnel in the planning and implementation of division functions including preparation of plans, specifications, designs, estimates and inspection of a variety of public works construction projects, and manages transportation planning function; serves as City Engineer and performs related work as required. This is accomplished in compliance with all applicable regulatory operational, procedural and budget guidelines.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class has division head responsibility for the overall administration of the engineering, transportation, Capital Improvement Program (CIP) and Development Services functions of the department, including a variety of engineering, design, construction, surveying, inspection, contract management and inter-agency coordination activities. Requirements include evening and weekend hours and response to emergency situations. This is a Fair Laborers Standard Act (FSLA) Exempt position.

#### **SUPERVISION RECEIVED**

General administrative direction is provided by the Public Works Director.

#### **SUPERVISION EXCERISED**

Direct and indirect supervision of professional, supervisory, technical, office, contract and consultant personnel assigned to the Public Works Engineering Division.

#### **DUTIES AND RESPONSIBILITIES (Illustrative only)**

Plans, organizes, coordinates and directs through subordinate supervisors the activities of the Engineering division.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.

Develops and implements management systems, procedures, and standards for program evaluation.

Plans and directs project management activities for a variety of activities involving civil engineering, construction and capital improvement projects, including the preparation of plans, specifications and designs, estimates, contracts, schedules, inspections and project monitoring.

Review and assign engineering work to assure the overall quality of the professional engineering work performed by subordinate personnel; recommend changes or modifications to existing legal codes and standards.

Review and approve all contractual proposals for publicly or privately assisted activities involved in the City's engineering and construction efforts.

Directs the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.

Directs the preparation and administration of the division budget, monitors authorized expenditures.

Advise Public Works Director, City Manager's Office and others on the planning and implementation of civil engineering, construction, land development or other related activities.

Directs the selection, supervision and work evaluation of division staff and provides for their training and support, including equitable use of disciplinary procedures.

Develop and coordinate supervisory and technical training and development programs.

Coordinate division activities with other City departments and divisions with outside agencies, and respond to citizen inquiries.

Ensures that the City is in continuing compliance with applicable laws and regulations, such as, but not limited to EEOC, SB198 and ADA.

Develop, test and monitor division's emergency preparedness.

Develops technical bid specifications and requests for proposals and/or qualifications for professional service contracts.

### **PERIPHERAL DUTIES**

Exhibits and practices support for management decisions.

Commitment to creating and sustaining a pleasant, cooperative and productive work environment.

Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represent the City in related professional organizations as appropriate.

Serves as liaison with other agencies, public entities, and other City departments or boards, commissions and committees.

May act for Public Works Director as assigned. ,

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

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

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

**Experience:** Four (4) years of increasingly responsible management experience involving civil engineering with at least two (2) years in a responsible management or supervisory level position. Previous public sector experience is preferred but not required.

#### **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** Contemporary methods, techniques, principles and practices of civil engineering, public administration and local government operations related to public works and utility operations; land development, particularly as it relates to Federal, State and local laws or regulations and to City procedures affecting engineering activities; principles and practices of civil engineering, building construction, transportation planning and urban planning; principles of organization, administration, budget, financial, and personnel management; project management systems; purchasing procedures; principles and procedures of emergency response preparedness; safety practices and procedures including occupational hazards and safety precautions; safe driving principles and practices; well design and maintenance techniques; research techniques, methods and procedures and report presentation; computer use and techniques; proper interpretation and decision making in accordance with laws, rules and policies; principles and application of Best Management Practices, bench marking, performance measures, and customer surveys;

**Ability to:** Select, supervise, motivate, train and evaluate personnel; communicate in English clearly and concisely, both verbally and in writing; establish, maintain and foster positive and harmonious working relationships with those supervised and contacted in the course of work; plan, communicate, delegate and monitor a variety of concurrent projects; conduct comprehensive engineering analysis of land development, construction and public works problems; analyze engineering data and make decisions accordingly; interpret and coordinate complex, inter-disciplinary information from within the City or outside public and private sources; establish and maintain effective quality control of engineering activities; prepare, maintain and interpret records and reports; evaluate operations and problems, recommend and implement efficiency and productivity improvements; prepare and administer division budget including purchasing; attend public meetings to explain and promote department programs and policies; manage professional, managerial, and clerical staff as well as technical and skilled workers; develop and administer systems required to sustain a large, complex organization.

**Skill in:** Operation of tools and equipment used, including a motor vehicle.

### **SPECIAL REQUIREMENTS**

Possession of a valid Certificate of Registration as a professional civil engineer in the State of California or the ability to obtain within six (6) months.

Possession of, or ability to obtain and maintain a valid California drivers license.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including software applications such as word processing, spreadsheet, CAD (computer aided design) and GIS (geographic information system) applications, and data base; motor vehicle; phone; two-way radio; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 pounds; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards associated with construction, maintenance and repair activities; manual and physical dexterity to operate phone, computer keyboard, and office equipment.

## **WORK ENVIRONMENT**

A combination of office and field environments; travels to and from site. May be required to work in extreme weather conditions. May be required to respond to emergency situations and work non-regularly scheduled work hours.

## **SELECTION GUIDES**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Resolution Number:

Effective Date:

Revision History: