



Position Description

DEPUTY PUBLIC WORKS DIRECTOR-UTILITIES & OPERATIONS

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates and directs the activities of the various functional working units in the Utilities and Operations Division of the Public Works Department; supervises technical staff and subordinate personnel in the planning and implementation of division functions including water operations, wastewater operations, storm drainage systems, fleet and equipment maintenance, streets, sidewalks, signs, traffic signals and street lighting; 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 streets and sidewalk maintenance and repair, water utility operation, wastewater collection system maintenance and repair, fleet and equipment purchasing, maintenance and repair, and storm drain system maintenance and repair. Requirements include evening and weekend hours and response to emergency situations. This is a Fair Labor Standards Act (FLSA) Exempt position.

SUPERVISION RECEIVED

The Public Works Director provides general administrative direction.

SUPERVISION EXERCISED

Direct and indirect supervision of supervisory, technical and office personnel assigned to the Public Works Utilities and Operations Division.

DUTIES AND RESPONSIBILITIES (Illustrative only)

Plans, organizes, coordinates and directs through subordinate supervisors the activities of the Utilities and Operations 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.

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

Directs automotive fleet and equipment maintenance and repair activities.

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

Requisition supplies and equipment as needed.

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

Develops and coordinates supervisory and technical training and development programs.

Coordinates division activities with other City departments and divisions with outside agencies, and responds to citizen inquiries.

Implements ongoing Health, Safety and Wellness program, OSHA compliance program, and division safety program(s), City Alcohol and Drug Testing Program.

Ensures that the City is in continuing compliance with applicable laws and regulations, such as, but not limited to EEOC, Senate Bill 198 (Injury and Illness Prevention Program) and ADA.

Develops, tests and monitors division's emergency preparedness.

Develops specifications for purchase of vehicles and equipment; directs their acquisition, replacement and disposal.

Coordinates the process for billing and collection of claims for reimbursement relating to damage to city owned property; consults with City Attorney and Finance Department on related activities.

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.

Represents 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 public or business administration, management, civil engineering, construction management or a related field.

Experience: Four (4) years of increasingly responsible management experience in public works or utilities operations and maintenance or a related field.

Necessary Knowledge, Skills and Abilities:

Knowledge of: Contemporary methods, techniques, principles and practices of public administration and local government operations related to public works and utility operations; principles of organization, administration, budget, financial, and personnel management; project management systems; purchasing procedures and inventory techniques; principles and procedures of emergency response preparedness; safety practices and procedures including occupational hazards and safety precautions; safe driving principles and practices; 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; 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, or ability to obtain and maintain a valid California drivers license. Registration as a Professional Civil Engineer in the state of California and/or advanced certification as a Water Distribution Operator are highly desired.

TOOLS AND EQUIPMENT USED

Personal computer, including software applications such as word processing, spreadsheet, and data base; various hand and power tools, heavy equipment, motor vehicle; phone; two-way radio; fax and copy machine.

PHYICAL 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 GUIDELINES

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: