Assistant Public Works & Utilities Director

Summary
To plan, organize, direct and coordinate programs and activities of divisions within the Public Works and Utilities Department including planning, organization, control, integration, financial management, and day to day administration; to coordinate assigned activities with other City departments, divisions, and outside agencies; to provide highly complex administrative support to the Director of Public Works and Utilities in managing and directing the operations and activities of the department; and to serve in the absence of the Director of Public Works and Utilities.

Class Characteristics
General direction is provided by the Director of Public Works and Utilities; responsibilities include the direct and indirect supervision of lower level management, supervisory, professional, technical, and support services positions; managing a variety of operations, implementation of services, and policies of the Public Works Department.

This position is distinguished from the Senior Civil Engineer and City Engineer positions by its administrative oversight of department operations, staff, and activities.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:
Provide administrative and technical assistance to the Director of Public Works and Utilities with respect to the overall operations of the department; serve in the absence of the Director of Public Works and Utilities.

Develop and recommend departmental goals, objectives, policies and procedures; assist with the development and implementation of department-wide goals and objectives; review and report on effectiveness of established policies and procedures, and recommends improvements and modifications.

Plan, organize and direct assigned activities including the assignment and management of various departmental projects; review and evaluate programs and anticipate future needs; assist the Director of Public Works and Utilities with the overall management of the department.

Direct, oversee and participate in the development of departmental projects; assign work activities, projects and programs; monitor workloads, work flow, administrative and support systems; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the department’s annual budget; participate in the forecast of additional funds needed for capital improvements funding,
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staffing, equipment, materials and supplies; administer approved budgets; identify opportunities to reduce costs and implements adjustments as necessary.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Review and approve plans and specifications, designs, environmental documents, and reports; review and oversee the signing of tract maps, parcel maps, finals maps, lot line adjustments and improvement plans;

Manage professional and technical contracts regarding the operation and maintenance of the City's facilities and infrastructure; direct the preparation of complex engineering and environmental studies; direct the application and administration of grant funds for studies and various departmental projects.

Assemble, organize, and present written and/or oral reports containing alternative solutions and recommendations regarding specific resources, plans, and policies.

Review policies and operating procedures for conformance to established standards; ensure the City's compliance with various ordinances, codes, and applicable laws; review operating conditions in the field.

Provide advice and technical assistance to City management and staff, commissions, committees, and the public; represent the department on various committees; discuss and explain department plans, programs and projects at public and community meetings, legislative and administrative hearings, and related functions.

Prepare and review requests for proposal, recommend award of contracts, negotiate contracts and agreements with consultants, contractors and service providers, other local agencies and state agencies; negotiate change orders, resolve conflicts and solve problems ensuring the needs of the City are met.

Attend conferences, meetings, and seminars to keep informed of new developments; confer with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies.

Monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; determine organizational needs and functional changes accordingly; identify opportunities for improvement and review with Director of Public Works and Utilities.

Serve as a member of the department’s executive team and participate in discussion and decisions related to department-wide activities impacting personnel, facilities, goals and budgets.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
Respond to and resolve difficult and sensitive citizen inquiries and complaints; reviews claims against the City; review, investigate and settle disputes between developers and the City.

Perform related duties as assigned.

Skills/Abilities:
Organize and direct activities associated with the design and implementation of departmental projects.

Recommend the appointment of personnel and direct, train, and evaluate assigned staff.

Delegate and provide day-to-day administrative direction to management and professional staff.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret, explain, and apply federal, state, and local polices, laws, rules, and regulations City and department policies, procedures, rules and regulations.

Oversee and administer departmental budget.

Ensure departmental compliance with regulatory requirements.

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Write effective reports and explain complex engineering projects and ideas in a manner that is understandable to those with little or no engineering background.

Apply advanced mathematical concepts and knowledge of engineering principles and techniques to solutions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Respond to inquiries or complaints from customers, outside agencies, or members of the business community.

Effectively present information to senior management, public groups, and the City Council.

Prepare and present clear and concise administrative and technical reports.

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

Communicate clearly and concisely, both orally and in writing.
Physical Demands and Work Environment:
Employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.

Qualifications
Knowledge of:
Principles and practices of civil engineering and administration.

Methods and techniques used for planning and engineering studies, and the design and construction of municipal facilities and infrastructure.

Current developments and information on facilities and infrastructure management practices, including principles and practices of sound financial management.

Maintenance and operation of City infrastructure, facilities and equipment.

Federal, state, and local regulatory requirements, including applicable codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

Principles and practices of policy development and implementation.

Modern office procedures and computer equipment including engineering applications.

Principles and practices of organization and management practices as applied to analysis and evaluation of programs, policies and operational needs.

Budgeting procedures and techniques.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training and personnel management.

Education and Experience
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:
A Bachelor’s degree from an accredited college or university with major course work in civil engineering, or a closely related field. A master’s degree in engineering, public administration, or a closely related field is highly desirable.

Experience:
Five years of progressively responsible professional civil engineering project management experience; at least three years of administrative and supervisory experience.
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Certifications/Licenses:
Possession of a valid California Class C driver’s license with a satisfactory driving record.
Registration as a Professional Civil Engineer in the State of California.

Established: 03/90
Revised: 06/05/06
11/17/2014
04/2/2018
Formerly: Deputy Director of Public Works & Utilities
Department: Public Works
FLSA Status: Exempt