



Assistant Public Works & Utilities Director

Summary

Plan, organize, manage, 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; coordinate assigned activities with other City departments, divisions, and outside agencies; provide highly complex administrative support to the Director of Public Works and Utilities in managing and directing the operations and activities of the department; serve in the absence of the Director of Public Works and Utilities.

Class Characteristics

Administrative direction is provided by the Director of Public Works and Utilities; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff;

Responsibilities include 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.

Assist in the planning, development, and implementation of goals, objectives, policies, procedures, work standards, and priorities, including long and short-range planning for the department; review and report on effectiveness of established policies and procedures and recommend 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.

Assist in directing, overseeing, and participating in the development of departmental projects; assign work activities, projects, and programs; monitor workloads, workflow, and administrative and support systems; review and evaluate work products, methods, and procedures.

Assist in budget development; participate in the forecast of additional funds needed for capital improvements funding, staffing, equipment, materials, and supplies; administer approved budgets; analyze costs savings and recommend efficiency improvements.

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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.

Prepare and present various administrative and analytical reports, staff reports, and other necessary documents and correspondence, including those containing alternative solutions and recommendations regarding specific resources, plans, and policies; maintain records.

Review and approve plans and specifications, designs, environmental documents, and reports; review and oversee the signing of tract maps, parcel maps, final 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.

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, and negotiate contracts and agreements with consultants, contractors and service providers, state agencies, and other local agencies; negotiate change orders, resolve conflicts, and solve problems ensuring City needs 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; 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 the 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; review 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, local, City, and department policies, procedures, laws, 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 and other written materials.

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 the work.

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:

Administrative principles and methods, including development of goals and objectives, program and budget development and implementation, and work organization and delegation.

Principles and practices of civil engineering and administration.

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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 laws, codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

Principles and practices of policy development and implementation.

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.

Principles and practices of financial planning and forecasting, utility rate development, and asset management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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 with major course work in civil engineering or a related field. A Master's degree with major course work in engineering, public administration, or a related field is desirable.

Experience:

Five years of increasingly responsible professional civil engineering project management experience, including three years of administrative and supervisory experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Registration as a Professional Civil Engineer in the State of California.

Established: 03/90

Resolution #: 90-147 N.C.S./ 2006-095 N.C.S./ 2014-173 N.C.S./ 2018-047 N.C.S./2021-123 N.C.S.

Revised: 06/05/06; 11/17/2014; 04/2/2018; 08/02/2021

Formerly: Deputy Director of Public Works & Utilities

Department: Public Works and Utilities

FLSA Status: Exempt