

DEPUTY DIRECTOR OF PUBLIC WORKS, OPERATIONS & MAINTENANCE

DEFINITION

To plan, direct, and supervise field maintenance division activities including infrastructure operations and maintenance, equipment and facility maintenance, utilities engineering and environmental operations.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. Responsibilities include direct and indirect supervision of staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize and direct activities of the Operations and Maintenance Division providing the public works maintenance and operations functions pertaining to streets, trees, electrical services, storm drains, water production, water distribution, sewer collection, building and fleet maintenance, utility engineering, solid waste and wastewater treatment. Plan, organize, coordinate, supervise, and evaluate programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating branches within the Operations & Maintenance Division. Prepare and administer the annual Operations and Maintenance Budget for Research and analyze complex problems, evaluate varied assigned program areas. information and data, and exercise sound independent judgment within established guidelines. Coordinate maintenance service programs with other City departments and Establish and maintain effective working divisions and with outside agencies. relationships while providing for the evaluation, training, and professional development of assigned staff. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Interpret City policies and procedures, update Department policies and procedures, draft City policies and procedures as appropriate, and take responsibility for the morale and productivity of assigned Department staff. Make presentations before the City Council and/or Boards and Commissions as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration. Current principles, practices, and techniques of municipal public works maintenance and operations, including streets, fleet maintenance, building maintenance, underground utilities and wastewater treatment. Applicable local, State, and Federal laws and regulations related to waste reduction, wastewater collection systems and water distribution systems. Public administration principles and practices related to the activities and functions of municipal government. Principles and practices of leadership, motivation, team building and conflict resolution. Safety principles, practices, and procedures. Operation and programs of a personal computer.

Skill to:

Plan, organize and administer comprehensive public works office and field activities with in-house and contract personnel. Develop, interpret and implement Department policies. Analyze complex problems, evaluate alternatives, and implement creative but sound alternatives. Manage, direct, coordinate, and evaluate the work of assigned personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Communicate clearly and concisely, orally and in writing. Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

Ability to:

Develop cooperative public relations with other City departments, developers, businesses, and the general public.

Minimum Education and Experience:

Education:

Bachelor's Degree in civil engineering, public or business administration or a related field. An advanced degree in Public Administration, Business Administration, or related field is desirable. Registration as a professional civil engineer is a plus.

Experience:

Five years of increasingly responsible public works construction and maintenance experience including at least three years at a supervisory or management level.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: June 20, 2006