

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, direct, supervise and review the activities of a variety of projects and programs throughout the Public Works Department, including engineering and/or utility functions, and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the director of Public Works.

Responsibilities include the direct and indirect supervision of professional, technical, field maintenance, and clerical personnel especially in the functional areas of engineering and/or utilities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Establish overall objectives, operating principles, and work practices of engineering and/or utilities staff.

Organize work, evaluate employee performance and take corrective action as necessary to ensure maximum efficiency and productivity.

Train and motivate employees to ensure reasonable professional growth and effective work attitudes.

Assist department head in explaining and interpreting division policies, problems and proposals to City officials, other agencies and the general public.

Supervise and participate in the preparation and administration of assigned budgets.

If assigned functional responsibility for Engineering Division, emphasis is on the following:

Establish and monitor capital project implementation to ensure design and inspection of same professional quality standards, yet within industry cost indices and time schedules.

EXAMPLES OF DUTIES – (continued)

Measure and manage the performance of the Engineering Division staff and take corrective action as necessary, to ensure the efficient accomplishment of assigned tasks.

Act as a technical advisor to City Council, city manager, and department heads on engineering problems.

If assigned functional responsibility for utilities, emphasis is on the following:

Establish and review water distribution and sewage collection system operations and rate setting criteria.

Supervise, coordinate and review the construction, operation and maintenance of the domestic water and sewage systems and wastewater treatment plant.

Coordinate water and sewer utility activities with other City departments, divisions, and sections and with outside agencies.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering including mapping, hydrology, hydraulics, soils mechanics, and water, sewer, and traffic engineering.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of a water and sewer system.

Applicable laws and regulatory codes related to development and construction of public works.

Recent developments, current literature and sources of information regarding water and sewer utilities and civil engineering practices.

Principles and practices of organization, administration, budget, and personnel management.

Ability to:

Supervise the preparation of engineering records and prepare comprehensive technical reports.

Ability to (continued):

Analyze organization and operational issues and select proper courses of action.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate professional, technical and clerical subordinates.

Organize assigned work functions in an effective and efficient manner.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible supervisory and administrative experience in the operation of a large water distribution and/or wastewater treatment system and/or engineering organization.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

PROBATIONARY PERIOD: One year

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May 1981

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt