



Department:	Engineering
Bargaining Unit:	Executive Management
Salary Range:	X-62
Last Revision:	January 2000

DEPUTY PUBLIC WORKS DIRECTOR

DEFINITION

Under general direction of the Public Works Director/City Engineer, to plan, organize, direct and review the activities of the Public Works Engineering Section; and to provide professional and technical staff assistance to the Public Works Department as assigned by the Public Works Director/City Engineer.

SUPERVISION EXERCISED

Exercise direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the development and implementation of goals objectives, policies, procedures, and priorities for the Engineering Section of the Public Works Department and related activities.

Supervise, coordinate and review all public works engineering activities including design, engineering, development, transportation, and construction management; meet with supervisory personnel to monitor engineering project work and review budgets.

Resolve work problems and interpret administrative policies to subordinates, other departments, and the public.

Determine the scope of engineering projects, review plans of private engineers, make technical engineering decisions, and establish technical criteria and standards.

Review and sign engineering drawings as directed by the City Engineer.

Attend and participate in meetings and conferences with City boards and commissions, the City Council, Department administrators, public officials, professional organizations; county, regional, and State agencies regarding matters relating to areas of assigned responsibilities.

Supervise and participate in the preparation and administration of the City capital improvement plan and budget and Engineering Section=s operating budget.

Prepare a variety of reports, correspondence and special studies.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to difficult citizen inquiries and complaints.

Assist in selection of subordinate staff.

Supervise, train, and evaluate subordinate staff.

Serve as Acting Public Works Director/City Engineer as required.

Promote and maintain safety in the work place.

Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering and administration as applied to the design, construction and operation of public works facilities.

City policies and procedures governing engineering operations.

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

Development review and plan checking processes for public works.

Subdivision Map Act and other laws related to development review.

Codes, resolutions, operations, and laws relating to the public works engineering function.

Technical, legal, and financial problems involved in the conduct of a municipal public works engineering program, including solid waste and wastewater.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to streets, traffic signals, sewers, wastewater plants, sanitary landfills, buildings, parks and other public works.

Processing of right-of-way acquisitions.

Recent developments, current literature and sources of information regarding civil engineering.

Knowledge of:

Principles and practices of modern office management, including computer application.

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

Skill to:

Perform design engineering; prepare plans, drawings, specifications, diagrams, and make sketches pertaining to public works construction projects.

Operate modern office equipment.

Operate a motor vehicle safely.

Ability to:

Make complex engineering calculations and prepare engineering plans and specifications.

Plan, organize, direct, and review the work of professional and sub-professional engineering personnel.

Draft contract documents.

Establish and maintain cooperative working relationships with others.

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

Communicate clearly and concisely, both orally and in writing, and make effective public presentations.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible public works administration experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor=s degree from an accredited college or university with major course work in engineering, public administration, or a related field.

License or Certificate:

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

Possession of, or ability to obtain, an appropriate, valid California driver=s license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; some exposure to outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: January 3, 2000