

DEPUTY PUBLIC WORKS DIRECTOR- UTILITIES
(At-Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under the general direction of the Public Works Director provides immediate supervision and manages the overall activities of the City's Utilities areas including water treatment, long term water supply, wastewater treatment, water quality control and environmental compliance, recycled water treatment; participates as a member of the Department Management Team in policy development, administrative planning and addressing of departmental problems; provides highly responsible and complex support to upper management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Public Works Director. Exercises direct and indirect supervision over mid-management, supervisory, professional, technical, administrative, and non-regular staff within the Public Works Department.

DISTINGUISHING CHARACTERISTICS

The Deputy Public Works Director- Utilities differs from the Public Works Director in that the former is responsible for all of the City's municipal utilities functions, including the Environmental Services Division, Wastewater Division, and the Water Division while the latter is responsible for the overall management of the entire Public Works Department including utilities, development services, and engineering. The Deputy Director is distinguished from the Wastewater Operations Manager, Water Systems Manager, and the Environmental Services Manager positions in that the former is responsible for the long term planning and oversight and the latter is responsible for the day to day planning and operations for assigned division work program.

EXAMPLES OF DUTIES

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

- Assume management responsibility for Public Works Department services and activities including all functions within water, including long term water supply, wastewater, and water quality control; recommend and administer policies and procedures.
- Ensure implementation of comprehensive environmental compliance programs related to the operations of the department.
- Provide functional oversight for elements of the water and wastewater systems supervised by others.
- Prepare, monitor and review the water and wastewater enterprise fund budgets, including planning functions, approval of purchase order requests, and progress payments for programs/projects.
- Manage and coordinate all activities regarding water, wastewater operations and maintenance problems; answer questions from the general public, contractors, regulatory agencies, consultants, outside public agencies and special interest groups.

- Review and help set rates.
- Manage the Water and Wastewater Connection Fee Program.
- Provide input to the Public Works Director on infrastructure needs of the City with suggestions for financing; reviews and recommends standards for infrastructure; including review of City standards, and current City ordinances.
- Develop, implement and monitor long-term goals and objectives, and organize and manage project staff, schedules and budgets to ensure program success.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned areas, policies, and procedures.
- Analyze and interpret new and proposed legislation to determine potential impacts on Public Works programs and operations.
- Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor, and evaluate the efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.
- Plan, direct, and coordinate, through subordinate level staff, the divisions work plans; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and meet with management staff to identify and resolve problems.
- Select, train, motivate, and evaluate Public Works Department personnel; provide and coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Participate in the development and administration of the Public Works Department and Capital Improvement budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Manage and administer engineering consulting and construction contracts; review work to ensure compliance with specifications, and related documents; ensure compliance with codes, ordinances, and standards.
- Attend various commissions/committees and other public meetings and make presentations of proposals, staff reports, and recommendations related to public works projects.
- Explain, justify, and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other City departments, elected officials, outside agencies, and organizations.
- Provide staff assistance to the Public Works Director, City Manager and City Council; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and engineering.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of comprehensive public works programs, including water and wastewater operations and street and storm drain maintenance.
- Principles and practices of civil engineering.
- Principles and practices of environmental compliance.
- Advanced principles of design and construction management.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities within the Public Works department.
- Review and evaluate plans, specifications, and construction estimates for public works projects.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Effectively allocate limited resources.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field.

Experience:

Seven years of increasingly responsible experience in public works, utilities, and engineering, including four years of management or supervisory experience.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certificate:

Possession of a State of California Professional Engineer's registration desirable.

Physical Requirements:

Work is performed in a treatment plant environment. (1) Mobility: frequent use of keyboard; frequent standing for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Deputy Public Works Director-Utilities	2015			1008	Exempt	1

APPROVED: _____
Administrative Services Director

Date: _____