

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

Under the supervision of the Director of Public Works, the Deputy Director of Public Works plans, directs, organizes and monitors the public works operations and maintenance activities of the Town including field and building maintenance, construction and related activities, and provides responsible professional and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

Supervises and controls all Public Works Department maintenance personnel, programs and activities, with primary responsibility for the overall operation and maintenance of the Town's roads, streets, parks, drainage facilities and public works equipment.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works.

Responsibilities include direct and indirect supervision of field maintenance positions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Develop and implement divisional goals, objectives, policies and procedures; reviews and recommends changes in organization and rules.
- Direct the division work plan, projects and programs. Monitor work flow. Review and evaluate work.
- Confer with and advise administrative staff on problems related to the design and construction of public works systems and the interpretation and enforcement of construction specifications.
- Review plans for public works improvement projects.
- Provide technical information the Town Staff, Council Members and the public.
- Respond to and resolve difficult citizen inquiries and complaints.
- Meet with the public in small and large groups to discuss Town public works policies, practices and problems.
- Proactively determine need for new equipment and facilities, major repair and rebuilding projects.
- Participate in the installation, repair and maintenance of public works facilities.

- Assist in the preparation and administration of the divisional budgets; develop budgetary program goals and objectives; review budgetary concerns and requests; advise Director of any anticipated deviations; review and approve expenditures.
- Coordinate public works activities with other Town departments, State and County agencies.
- Select, supervise, train and evaluate field maintenance subordinates.
- Supervise the development, administration and enforcement of departmental responsibilities in such matters as safety and emergency preparedness.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of public works maintenance and administration as applied to the
 - design, construction and operation of public works facilities and technical inspection services.
- Methods, materials and techniques employed in public works construction and maintenance.
- Principles and practices of modern office management.
- Recent developments, current literature and sources of information in municipal public works administration.
- Laws and codes related to public works maintenance.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Effectively supervise public works personnel.
- Prepare plans, drawings, specifications, diagrams and make sketches.
- Interact and negotiate with contractors, engineers, and their representatives.
- Use a personal computer and related maintenance software.
- Supervise the preparation of maintenance records and prepare technical reports.

- Evaluate and resolve street, sewer, and building maintenance problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience:

Five years of management, administration and maintenance experience in the field of public works operations, systems, programs, activities and equipment.

Education:

An Associate of Arts Degree from an accredited college or university with major emphasis on engineering, construction, public works management or related field. A Bachelor's Degree is highly desirable.

License

A valid California Driver's License and satisfactory driving record.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand and walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.