

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Deputy Director, Public Works	Department : Public Works	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder: Public Works Director	Pay Grade:	Approval Date 09/18/07

POSITION SUMMARY:

The fundamental reason this classification exists is to perform professional and administrative work of great complexity and sensitivity in the planning, organizing, directing, and coordinating of Capital Improvement Projects and Engineering Services; makes public presentations and responds to public inquiries; provides policy guidance and maintains cooperative relationships with community groups, intergovernmental agencies and City staff and performs other work as required. Serve as Acting Director of Public Works in the absence of the Director.

CLASS CHARACTERISTICS:

This single position class has responsibility for the overall administration of the Capital Improvement Projects and Engineering Services, including a variety of engineering, construction, surveying, drafting, inspection, contract management and inter-agency coordination activities. This class is distinguished from Public Works director, which has overall administrative responsibility for all public works functions and programs.

ESSENTIAL RESPONSIBILITIES:

Manages the activities of Capital Improvement Projects and Engineering Services

Plans, organizes, coordinates and directs through subordinate supervisors the work of Capital Improvement Projects and Engineering Services

Develops and directs the implementation of goals, objectives, policies, procedures and work standards

Develops and implements management systems, procedures, and standards for program evaluation.

Directs the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; provides technical assistance to staff

Plans and directs project management activities for a variety of capital improvement projects, including the preparation of plans, specifications and designs; estimates, schedules, inspections and project monitoring.

Manages the review and plans for and inspection of public works improvements constructed by private developers

Approves and signs all tentative and final subdivision maps

Confers with developers and others to resolve issues relating to public improvement requirements for subdivisions

Directs the preparation and administration of the division's budget

Directs the selection, supervision and work evaluation for division staff and provides for their training and professional development.

Prepares or reviews reports for the City Manager, City Council or commissions; works closely with Council and other groups to explain or coordinate plans for proposed projects and to respond to their concerns

Coordinates the work of the division with that of other divisions

Monitors developments related to public works engineering, evaluates their impact on City operations and implements policy and procedure improvements

Ensures adherence to codes, applicable laws, regulations and guidelines relating to engineering activities

Administers capital improvement and division outlay budgets; prepares draft cooperative agreements with other agencies; reviews plans and proposals for their relationship with the City; administers policy as established by the City Council; and interacts extensively with the public

Supervises and participates in the preparation of special engineering studies and reports

Coordinates Capital Improvement Program activities with other City departments and outside agencies

Assists in the evaluation, selection, and supervision of professional consultants

Reviews proposed private developments and assists in establishing conditions of approval

Supervises the review of improvement plans, maps, use permits, tentative maps, zone changes, specific plans, general plan amendments, and their associated environmental documentation

Supervises the Public Works permit functions, including the implementation, collection, and administration of Public Works fees

Coordinates Public Works development review activities with the Planning Department and other City departments and outside agencies

Supervises the bidding, construction management, and inspection of capital improvement projects

Supervises the inspection of Public Works infrastructure installed in conjunction with new development.

Participates in the preparation of Capital Improvement Program and budgets

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of civil engineering; investigation, design and construction of general public works with emphasis on street and sewage installations; principles and practices of land surveying and mapping; principles, practices and equipment of modern office management; public administration principles and methods; program and budget development; principles of management and supervision of employees; principles of contract negotiation and administration relating to engineering and consulting services; techniques and methods utilized in the practice of civil engineering, land surveying and mapping; computer applications related to work.

Skilled in – Managing and directing a large public works engineering program; Planning, organizing, directing, and coordinating a variety of functional specialties with overlapping work areas; Selecting, motivating and evaluating staff and providing for their training and professional development; Analyzing complex technical and administrative engineering problems, evaluating alternative solutions and recommending or adopting effective courses of action; Developing and implementing goals, objectives, policies, procedures, work standards and internal controls; Preparing clear and concise reports, correspondence and other written materials; Exercising sound independent judgment within general policy guidelines; Establishing and maintaining effective working relationships with those contacted in the course of work.

Ability to - Plan, organize, administer and direct engineering and construction programs; select, motivate and evaluate staff including professional, technical and clerical personnel; develop and implement goals, recommend policies and internal controls; analyze complex technical and administrative problems; make and check complex engineering computations; prepare engineering plans and specifications; supervise the preparation of engineering records and to make clear and concise technical reports, both written and oral; act as liaison to local, state and federal agencies, boards, etc.; establish and maintain cooperative working relationships with the news media, public, boards, agencies, City staff, etc.; make presentations to City Council.

Licenses and Certificates – Registration as a Civil Engineer in the State of California with the ability to perform Professional Land Surveying in the State of California and/or Registration as a Land Surveyor in the State of California preferred.

Physical Abilities and Work Environment – Standard office environment and working conditions; however, must be willing to work outdoors in all weather conditions and/or in a maintenance environment

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Six years of progressively responsible professional experience in the management of civil engineering work, including both field and office work.

Education - Graduation from an accredited college or university with a Bachelor's degrees in Civil Engineering or related field or an additional 9 years professional experience in the management of civil engineering work.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date