



ASSISTANT DIRECTOR OF PUBLIC WORKS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under direction of the Director of Public Works to assist the Director in Public Works Department operations and project development; to review and supervise professional engineering work; to review and on occasion, supervise personnel performing design/inspection and surveying.

IMPORTANT & ESSENTIAL DUTIES

Acts as Director of Public Works in his/her absence; may attend City Council meetings; serves as City Engineer; manages the operations of the Engineering Division and capital improvement program; prepares division budget and supervises staff; acts as advisor to Traffic, Safety and Parking Commission; prepares reports to City Council and Planning Commission; reviews department personnel evaluations; creates and updates department procedures, forms, and standards; coordinates intra- and interdepartmental procedures and standards; provides technical assistance to departments; assists wastewater treatment plant and other divisions on contract services; assists in department budget development; reviews CIP budgets and scheduling of staffing; reviews other agencies and utility development in the city; coordinates activities between department's divisions; assists Director of Public Works in long term departmental planning; and performs special studies as directed.

OTHER DUTIES

Represents the City in county and regional boards and associations; prepares or supervises required reports to regional agencies; may manage highly complex capital improvement projects; and represents the department in emergency operations center activities.

REQUIRED QUALIFICATIONS

Knowledge of: Engineering principles and practices as applied to the field of municipal public works, including design, construction, operation and maintenance; technical, legal and financial issues involved in the conduct of municipal public works programs; methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal utilities and proposed public works facilities. Also, must be familiar with traffic engineering principles and applications as applied to municipal public works.

Ability to: Perform technical research and give reliable advice on difficult engineering problems; perform and make decisions on difficult engineering aspects; plan and direct the work of professional and sub-professional engineering personnel; prepare clear and concise reports on complex technical material.

Skills: Able to use computer programs for engineering purposes; familiar with spreadsheet and work processing computer programs and computer-aided-drafting programs. Proficient in performing engineering calculations.

License: Registered Civil Engineer; possession of an appropriate California operator's license issued by D.M.V.

Education & Experience: Graduation from a four-year college or university with a B.S.C.E. or equivalent Degree; five years of increasingly responsible professional municipal engineering experience, including two years of experience comparable to that of a City Engineer or equivalent and five years supervisory experience.

SPECIAL REQUIREMENTS

Establish and maintain cooperative working relationships with all those contacted in the course of work; ability to enforce regulations with tact and firmness; to explain technical matters simply and patiently; ability to remain calm during emergencies and when talking to difficult citizens and to deal with people from different cultures diplomatically; to analyze situations accurately and adopt an effective course of action; exercise good judgment at all times; sit for long periods of time at a desk or in a car; stand for long periods of time at counter; walk short to medium distances occasionally' climb up and down hills and ladders; work outdoors in adverse weather; occasionally lift boxes or objects up to 50 lbs.; sufficient vision, hearing and stamina to perform the above functions; ability to speak and write clear and concise English and prepare and present reports at public meetings and respond to questions.

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ASSISTANT DIRECTOR OF PUBLIC WORKS
UNREPRESENTED
EXEMPT
REVISED: JULY 2007