



## ASSISTANT DIRECTOR OF PUBLIC WORKS OPERATIONS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 general direction of the Director of Public Works, plans, manages, and directs the operations and services of the Street and Storm, Sewer, Water, Fleet and Facilities Divisions in the Public Works Department, which includes street maintenance, street lights, traffic signals, storm drains, sidewalks, water systems operation and maintenance, storm drain and sewer collection system operations and maintenance, facilities maintenance, fleet maintenance, capital improvement projects, and oversees contractual operational management of the waste water treatment plant (WWTP). Provides executive-level leadership and coordination for department operations, coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; provides responsible and complex staff support to the Director of Public Works; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Assistant Director of Public Works Operations is a management classification responsible for the management and the operations of: street maintenance, street lights, traffic signals, storm drains, sidewalks, water systems operations and maintenance, sewer operations, facilities maintenance, fleet maintenance, capital improvement projects, and oversees contractual operational management of the waste water treatment plant (WWTP). This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the Public Works Department and for developing, implementing and interpreting public policy.

### SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Director of Public Works. Exercises direct and indirect supervision over maintenance managers, supervisors, technical, field, and office support staff.

**ESSENTIAL FUNCTIONS** *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees the operations, projects and staff of the Street and Sewer, Water, and Facilities and Fleet Divisions in the Public Works Department and other related program activities and services, including the management of construction, maintenance and repair of streets, street lights, traffic signals, storm drains, sidewalks, water distribution and pumping systems, sanitary sewer collection system, facilities maintenance, fleet maintenance and capital improvement project management; coordinates activities with other City officials, departments, outside agencies, and the public.

- Participates in the development and implementation of the Department's Operational and Capital Improvement Program and budgets; directs the preparation of and reviews plans, specifications, cost estimates, and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services. Oversees the divisions' safety program, ensures all required safety training is performed and safety procedures are followed. Holds managers and staff accountable for safe work practices.
- Assists the Director of Public Works in the overall administration and management of the Department, including department-wide planning, budgeting, policy implementation, service delivery coordination, organizational development, strategic initiatives, and interdepartmental coordination; may act on behalf of the Director as assigned and attends City Council meetings as needed.
- Manages the City's fleet program and ensures fleet assets are properly maintained.
- Oversees the City's wastewater treatment plant operations contract, including contract administration, performance monitoring, coordination of regulatory compliance requirements, operational coordination with the City's wastewater collection system, budget development, and related capital planning activities.
- Develops, implements, and maintains divisional and program goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.
- Plans, directs, and develops assigned divisions and makes recommendations on division work plans; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Prepares, manages, and coordinates the development of assigned divisions of the Public Works budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Oversees the selection, training, and evaluation programs for assigned divisions' personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; approves time cards; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Directs the scheduling of routine and emergency maintenance and repair of streets, sewers, storm drains, water mains, reservoirs, pumping stations and City building facilities as well as repair and installation of water meters, the flushing of fire hydrants, the installation of new water services; schedules and supervises the striping and installation of signage and the sweeping of streets and parking lots.
- Responds to labor issues and works in collaboration with labor representatives to amicably resolve labor issues.
- Drafts specifications and requirements for fire and water lines and water services for new installations; drafts City ordinances regarding potable water and sewer services for approval; and approves backflow prevention devices.

- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, storm drains, water distribution system, sewer collection system, wastewater treatment facilities and related infrastructure, buildings, and other related facilities and equipment for maintenance, repair, and replacement.
- Responsible for ensuring proper maintenance and operational programs are in place to meet the mandates of Regional Water Quality Control Board regulations, State water discharge regulations, wastewater permit requirements, and other applicable regulatory requirements.
- Supervises maintenance of complete records of materials, equipment and labor use and expenditures.
- Receives and resolves complaints from the general public.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, contractors, and the public.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge, abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of**

- Principles and practices of Public Works management, administration, organization, and operation
- Principles, practices, and techniques of construction, maintenance and repair of sewage mains and storm drains, streets and water systems, including water meters as well as building facilities and fleet management.
- Pertinent laws, codes and safety orders pertaining to street, sewer and water construction work and building facilities
- General knowledge of waste water treatment operations;
- Methods, materials and equipment used and principles and procedures involved in planning major installations of streets, sewers or water services;
- Methods and practices of inspection of municipal public works projects;
- Principles and practices of funding and budget development, administration, and evaluation;
- Methods and techniques of supervision, training, and motivation;
- Basic principles of mathematics;
- Applicable federal, state, and local laws, codes, and regulations;
- Methods and techniques of scheduling work assignments;
- Standard office procedures, practices, and equipment; modern office practices, methods and equipment, including computers and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English spelling, and grammar;
- Occupational hazards and standard safety practices.

**Ability to**

- Plan, direct, manage, and coordinate the work of assigned divisions and programs in the Public Works Department, including the installation, repair and maintenance of water mains, storage facilities, pumping stations, street lights, traffic signals, water meters and

fire hydrants, streets, storm drains and sewer systems, waste water treatment plant operations, maintenance and replacement of rolling fleet, as well as capital improvements to building facilities;

- Read and interpret maps, sketches, drawings, specifications, and technical manuals;
- Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels;
- Develop, present, and administer a program budget;
- Facilitate group participation and consensus building;
- Plan, organize, train, evaluate, and direct work of assigned staff;
- Perform mathematical calculations quickly and accurately;
- Interpret, explain, and apply applicable laws, codes, and regulations;
- Read, interpret, and record data accurately;
- Organize, prioritize, and follow-up on work assignments; work independently and as part of a team
- Meet the public in situations requiring diplomacy and tact; dealing constructively with conflict and developing effective resolutions;
- Make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response;
- Follow written and oral directions; observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

#### **Skill to**

- Operate standard office equipment, including computers, printers, and copiers.
- Operate a motor vehicle safely.

**QUALIFICATIONS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

#### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Assistant Public Works Director - Operations. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of broad and extensive experience in public works, utilities, or related maintenance operations and management, including at least five years in a responsible supervisory or management capacity. A bachelor's degree in a closely related field is highly recommended.

#### **License/Certificate**

Possession of a valid Class C or higher California driver's license upon appointment.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing

is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, documents and materials weighing up to 40 pounds is also required. Reasonable accommodation will be made for individuals on a case-by-case basis.