

## DEPUTY DIRECTOR OF PUBLIC WORKS

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

### **SUMMARY DESCRIPTION**

Under the administrative direction of the Public Works Director, assists in planning, directing, and organizing the activities and operations of the Water, Wastewater, Streets, Parks, Facilities and Fleet Divisions of the Public Works Department. Specifically responsible for providing leadership, management and administration of highly complex technical, financial, statistical and analytical work of the Department. The incumbent may assist the Director in public activities or meetings and oversees coordination of other services areas as directed. Provides general supervision to subordinate level professional, technical, maintenance, recreation, and clerical staff. Performs other job-related work as required.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provides direct technical and administrative assistance to the Director of Public Works concerning the operations of the Public Works Department.
2. Plan, organize, and direct assigned divisional activities, including planning, directing, supervising, and coordinating operations and maintenance activities of assigned division(s), which may include water production, treatment and distribution, construction, operation, maintenance, and repair; wastewater collection, treatment, and disposal; maintenance of the City's streets and storm drain systems; and parks, facilities and fleet operations and maintenance.
3. Assist and participate in the development and implementation of department goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
5. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate, mentor, counsel, coach and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Builds and maintains respectful relationships, positive working relationships with staff, supervisors, outside agencies, and the public utilizing principles of good customer service; provides effective conflict resolution, as needed.
8. Oversee and participate in the development and administration of the assigned divisions' annual budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
9. Assist in the preparation of the City's Capital Improvement Program as related to assigned division.

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10. Develop and standardize maintenance and operating procedures and methods to meet state and federal regulations and improve the efficiency and effectiveness of operations and maintenance activities.
11. Prepare specifications, estimates, and bids for machinery, tools, equipment, and contract services; recommend, monitor, and administer contracts for consulting, construction, or other services as necessary; inspect work in progress and authorizes payment for work performed.
12. Monitor changes in regulatory agency laws and regulations; evaluate their impact upon City activities; recommend and implement policy and procedure changes as required.
13. Develop, implement, and ensure adherence to the department's Safety Program, Standard Operating Procedures, OSHA regulations, and Radiologic Health Standards.
14. Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes, and enforcement actions.
15. Prepare records related to operations, test results, work performed, and materials and supplies used; maintain accurate records and files; prepare periodic and special reports as required.
16. Research special projects, evaluate alternatives, prepare reports and recommendations; write correspondence, and respond to public and regulatory agency inquiries and provide pertinent information.
17. Respond to emergencies as required; coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community.
18. Serve as the liaison for the Public Works Department with other departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
19. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
20. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
21. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field or fields related to the assigned division(s); incorporate new developments as appropriate.
22. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
23. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of water production, distribution, and treatment, including maintenance and construction; or construction, operation, maintenance, and repair of wastewater, streets, and storm water systems; and other public facilities and

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infrastructure.

- The operation and preventive maintenance of piping systems including pipes, valves, and related appurtenances.
- Principles and practices of program development and administration.
- Principles and practices of contract management.
- Principles and practices of operating, maintaining, and constructing City infrastructure.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of business correspondence and report writing.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals, electrical systems, and confined space procedures.
- Safe work practices in the construction and maintenance and operation of public works facilities.
- Pertinent federal, state, and local laws, codes, and regulations.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.

**Ability to:**

- Oversee and participate in the management of assigned divisions of the Public Works Department.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of assigned divisions' goals, objectives, and procedures.
- Operate, maintain, and repair a variety of Public Works facilities and equipment.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters; record data accurately and make appropriate process adjustments.
- Read and interpret applicable plans, specifications, and diagrams.
- Analyze, interpret, apply, and enforce federal, state, and local regulations and policies.
- Make sound, independent decisions within established regulatory, policy and procedural guidelines.
- Prepare and administer budgets.
- Prepare clear and concise administrative and financial reports, correspondence, procedures, and other written materials.
- Demonstrate tact and diplomacy with the public.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Control sensitive and confidential information.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**CITY OF CERES****Deputy Director of Public Works (Continued)****Education/Training:**

Bachelor's degree from an accredited college or university with major course work in civil engineering, urban studies, public administration, physical or natural sciences, or a related fields. A Master's degree is highly desirable.

**Experience:**

Four years of increasingly responsible professional experience with a public agency in engineering, planning, public administration, or closely related field including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with some work performed in a plant setting and outdoor field environment; some travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; incumbents may be required to respond to emergency calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Mid-Management

FLSA Status: Exempt

August 2023

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for this position, and I certify that I can perform these functions.

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Applicant Signature

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Date

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Witness

\*Management has the right to add or change these duties of the position at any time.