

Job Class: Mid Management
Job Code: 01-207
FLSA Status: Exempt

CITY OF SANTA PAULA, CALIFORNIA

ASSISTANT PUBLIC WORKS DIRECTOR

JOB DEFINITION: Under general direction of the Public Works Director, assists in planning, organizing, directing, and supervising the activities of the Public Works Department including the Capital Improvement Program (CIP); provides professional assistance to the Public Works Director and other City departments in areas of expertise on the administration, engineering, inspection, operations, and maintenance of public works including streets system, potable water system, wastewater system, storm water system, and solid waste facilities.

This position is designated as "at-will", serving at the pleasure of the City Manager, and subject to discharge without notice and right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 to address business needs and changing business practices.

- Provides assistance to the Public Works Director; serves as the Acting Public Works Director in the Public Works Director's absence; makes decisions and provides information as necessary in the Public Works Director's absence.
- Provides technical assistance and oversight to the operations of the Department's service divisions (Administration and Engineering, Fleet Maintenance, Streets Maintenance, Water and Wastewater).
- Supervises Streets Maintenance staff responsible for street, traffic and information signals, printing and application of street markings, striping, lines and directional messages and storm drain maintenance.
- Serves as City Engineer overseeing the review of private development projects including public works improvements; reviews and signs subdivision maps; and determines and approves engineering standards.
- Prepares, manages, and updates the Capital Improvement Program (CIP); reviews and signs project plans and specifications.
- Assists in managing and administering contracts for public works projects; reviews and inspects work to ensure compliance with plans and specifications.

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- Assists in development, implementation, and monitoring of long-term plans, goals and objectives focused on achieving the City's mission and City Council priorities, and the procedures to achieve annual goals, objectives, and work standards.
- Participates in the development of the Department's annual budget and CIP budget; may approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Conducts a variety of organizational studies, investigations, utility rate studies, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
- Monitors the condition of public works including streets system, potable water system, wastewater system, storm water system, and solid waste facilities.
- Assists in planning, directing, and coordinating the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates methods and procedures; and meets with executive management to identify and resolve problems.
- Serves as representative on variety of boards, commissions, and committees; prepares and presents staff reports and other necessary documents and correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works including legislation, court rulings and professional practices and techniques; and recommends and incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen complaints.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

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:

Education: A Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field is required. A Master's degree is highly desirable; and

Experience: At least five years of experience in the administration, engineering, inspection, operations, and maintenance of public works. At least three years of experience in a supervisory capacity. Experience supervising office and field staff highly desirable.

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License: Certificates: Special Requirements: Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required. A valid Class C California driver's license.

Knowledge of: Public works administration, engineering, inspection, operations, and maintenance of streets systems, potable water systems, wastewater systems, and storm water systems; concepts, theories, principles, and practices of civil engineering including land surveying, mapping, and traffic engineering; modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works; methods and techniques of contract administration; principles and practices of project management, administration, and coordination; principles and practices of program development and administration; mathematical principles as applied to civil engineering work; types and level of maintenance and repair activities generally performed in a public works program; principles and practices of public relations; principles and practices of public administration, including purchasing and the maintenance of public records; organization and functions of an elected City Council; the City's Personnel Rules and Regulations; principles and practices of municipal budget preparation and administration; principles and practices of management, supervision, training, and performance evaluation; and pertinent federal, state, and local laws, codes, and regulations.

Ability to: Manage and direct a comprehensive public works program including administration, engineering, inspection, operations, and maintenance of public works; develop and administer departmental goals, objectives, and procedures; exercise sound, expert independent judgment within general policy guidelines; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; perform difficult and complex analyses and research, identify alternative solutions, benefits and consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; present proposals and recommendations clearly and logically in public meetings; evaluate management practices and adopt effective courses of action; negotiate and administer various contracts and agreements; prepare and administer large and complex budgets; prepare clear, concise, and comprehensive administrative and technical reports; read and interpret complex data, information, and documents; deliver projects within budget and schedule; utilize standard office equipment including computers and related software applications; understand, interpret, explain, and apply applicable federal, state, and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and respond and perform assigned duties in the event of a declared emergency.

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Physical and Environmental Demands

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; grasping, repetitive hand movement, and fine coordination in preparing reports and other communications and entering data using a computer. Additionally, the position requires near vision in reading on the computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files weighing up to 25 pounds also is required.

May be required to work in all weather conditions including wet, hot, and cold. While inspecting work, may climb ladders, work around noise producing tools and equipment, and in heavy vehicle traffic conditions.