ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, plans, schedules, assigns, supervises, and reviews work of crews engaged in utilities, street maintenance, traffic control, traffic signals, street sweeping, sanitary and storm water maintenance, city garage and City rights of way; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This position is a skilled managerial class within the Public Works Department and reports to the Director of Public Works. Work is generally performed independently under established policies, procedures and regulations, with considerable latitude for independent judgment and is subject to continuing review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the maintenance and repair of utility infrastructure, streets, storm drains, alleys, curbs and gutters, sidewalks, and catch basins; manages rodding, balling, and flushing lines, checking pump stations and repairing pumps; manages raising and repairing manholes and repairing sewer lines; oversees repair, overhauling, rebuilding, and preventive maintenance on all City equipment; oversees the planning, scheduling, and supervision of the assignment of workers and equipment to jobs, including seal coating, removing weeds, and cleaning up flood damage, patching, concrete installation, as well as storm drains and sewers, street sweeping, cleaning and repair of sewer lines and manholes, cleaning and repair of pumps and pump stations; makes decisions on what equipment should take priority for repair and what kind and how much repair is to be performed; visits job sites to review progress and workmanship and to ensure that safe working practices are followed; assists in preparation of departmental budget; investigates complaints regarding streets, drainage, and sewer facilities; oversees training of maintenance personnel in all phases of street maintenance; responds to emergency situations, as necessary; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan;* utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

Training & Experience – Bachelor's degree in Public or Business Administration, or a related field, five years of progressive experience in infrastructure maintenance and repair, and three years of responsible supervisory experience in facility management or related management experience. Additional qualifying experience may be substituted, on a year-for-year basis, up to a maximum of two years of the required education.

EMPLOYMENT STANDARDS

Knowledge & Abilities - **Knowledge of:** Municipal budgetary practices; Public Works administration; materials, equipment and practices employed in street maintenance and repair; work planning and scheduling; purchasing and warehousing functions; familiar with mathematics and engineering procedures and functions; principles and practices of employee supervision, including training, work evaluation, discipline, and safe methods; and occupational hazards and safe work methods and precautions required in the Public Works profession. **Ability to:** Read and interpret construction plans; keep records and prepare reports; plan, schedule, and measure the work accomplishments of department crews; select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; perform administrative duties involving the use of independent judgment, discretion, and confidentiality; establish and maintain effective work relationships with supervisors, employees and the general public; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; handle multiple priorities; provide timely and courteous customer service; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates - Possession of a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in both an office and field environment. Incumbent must have the mobility to visit all City facilities and job sites on a regular basis. Visits to job sites include exposure to dust, temperature, noise, and inclement weather. Incumbent must be able to work long hours and attend night meetings after working a full day. Incumbent must be able to see and hear in the normal range, with or without corrections, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must respond to emergency situations, as necessary, and must possess the willingness to work an irregular schedule, including evenings, weekends, and holidays, if necessary.

APPROVED: _____

PERSONNEL OFFICER

DATE REVISED: **March 24, 2010**

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.