

CITY OF LATHROP ASSISTANT PUBLIC WORKS DIRECTOR

*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 administrative direction, assists, plans, manages, oversees, and directs the day-to-day operations and services of assigned divisions or programs in the Public Works Department, which may include the Street Maintenance, Wastewater, Water and Storm Drain functions and the Engineering Division; 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/City Engineer.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Public Works Director** is a management level class responsible for the day-to-day management and operations of assigned divisions within the Public Works Department, including Street Maintenance, Wastewater, Water, and Storm Drain functions and the Engineering Division. This classification is distinguished from the next higher classification of Director of Public Work/City Engineer in that the latter has overall responsibility for the administration of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Public Works/City Engineer. Exercises direct and indirect supervision over operations managers, professional, technical, field, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for assigned division or programs in the Public Works Department activities and service, including the management of streets, wastewater, water, storm drains, and grounds; coordinates activities with other City officials, departments, outside agencies, and the public.
- When assigned, develops and implements City Capital Improvement Program and budget; directs the preparation of 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.
- 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.
- Effectively communicates with a variety of internal and external customers; able to explain complex engineering concepts effectively to both technical and non-technical audiences.

- Administers and oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Plans, directs, and develops assigned divisions and makes recommendation on the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, storm drains, water distribution systems, buildings, traffic control device, and other related facilities and equipment for maintenance, repair, and replacement.
- Meets with developers and contractors to facilitate projects and resolve issues; coordinates projects with other City departments and outside agencies.
- Assists in coordinating the development of assigned divisions and the Public Works budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operation, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; coordinates project reviews with other departments; serves as the Director of Public Works/City Engineer in his or her absence.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and related service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints.
- Establishes positive working relationships with representative of community organizations, state/local agencies and associations, City management and staff, and the public.

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, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

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**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in civil and/or traffic engineering, public works, utilities, or related service delivery operations, including at least three years in a responsible supervisory capacity, and a bachelor's degree in civil engineering or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principle and practices of Public Works management; principles of administration, organization, and operation; principles, practices, and techniques of civil and/or traffic engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects; principles and practices of funding and budget development, administration, and evaluation; principles and practices of street maintenance, equipment maintenance, water distribution system maintenance, facilities maintenance, sanitation operations, and capital projects for assigned program areas; 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 a computer 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 day-to-day operations of assigned divisions and programs in the Public Works Department; 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 an office computer and a variety of word processing and software applications.