

CITY OF RIVERBANK

ASSISTANT DIRECTOR OF PUBLIC WORKS

*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 operations and services of the assigned divisions or programs in the Public Works Department, which includes Street, Storm Drain, Sewer, Motor Pool, Wastewater, and Water Division; manages inspection and process of capital construction projects; 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; serves as the Director of Public Works in his or her absence; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Director of Public Works** is management level class responsible for the overall management and operations of assigned divisions and projects within the Public Works Department, including Street, Storm Drain, Sewer, Motor Pool, Wastewater, and Water Divisions. This classification is distinguished from the next higher classification of Director of Public Works/City Engineer in that the latter is responsible for the overall management of the Department and is a professional engineer.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Public Works/City Engineer. Exercises direct and indirect supervision over assigned staff.

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

- Accepts full responsibility for assigned divisions or programs in the Public Works Department activities and services, including the management of management of Street, Storm Drain, Sewer, Motor Pool, Wastewater, and Water Divisions and capital improvement project management; coordinates activities with other City officials, departments, outside agencies, and the public.
- 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.
- Assists in the administration and oversight of the 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

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evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

- 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; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, storm drains, 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.
- Manages the City's water and wastewater operations to ensure compliance with state and federal regulations.
- Prepares, manages, and coordinates 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 representatives 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 Director of Public Works**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least two years in a responsible supervisory capacity, and a bachelor's degree in business administration, public administration, civil engineering, or a related field is desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

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

Knowledge of:

Principles and practices of Public Works management; principles of administration, organization, and operation; principles, basic practices, and techniques of civil engineering, including the 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, facilities maintenance, 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 work 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; deal constructively with conflict and develop 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; safely and effectively operate engineering tools and equipment.