

## **DEPUTY DIRECTOR OF PUBLIC WORKS**

### **DEFINITION**

To perform responsible work in planning, organizing, coordinating and directing all services of the Public Works Department; and to perform related duties and responsibilities as required.

This is a management position collaborating, assisting and serving the Director to accomplish the Department's goals and objectives.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works.

May exercise functional supervision over professional, technical and clerical staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Collaborates with the Director and assists in the planning, organization and direction of activities of the Department of Public Works.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division and departmental policy, appropriate service and staffing levels.

Meets with staff as directed to identify and resolve problems.

Assists the Director and division managers and supervisors in the selection, training, evaluation and recommended discipline of personnel.

Assists the Director in planning, organizing, and directing the Department in the fiscal and administrative activities of the assigned divisions of the Public Works Department.

Assists the Director in planning, organization and direction of the Department in construction, maintenance and repair of County owned and operated facilities.

Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports.

Prepares agenda items and makes public presentations to the Board of Supervisors, Planning Commission and several advisory committees administered by the Department

Prepares and reviews correspondence, reports and other materials.

Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure and operational needs.

Principles of project planning, development, coordination, and direction for operations functions and services.

Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.

Federal, State, and local laws specifications, rules, and regulations relating to the functions and operations of the department.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management. Federal, State, and local laws specifications, rules and regulations relating to construction and maintenance of public works facilities.

Principles and practices utilized in the planning and construction of major capital improvement projects.

General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs including organizing, budgeting, staff development, and supervision.

Principles, practices, methods and techniques of public administration and management.

Principles and practices of supervision and training.

Operations, plans, policies, procedures, rules and regulations common to local government.

#### **Ability to:**

Interpret and apply various state statutes, ordinances, and codes that pertain to public work functions to ensure that activities are carried out in accordance with the law.

Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.

Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.

Plan, organize, and direct the construction and maintenance of public works facilities.

Interpret and apply pertinent laws, rules, and regulations.

Prepare and enforce department procedures relating to personnel, training, budget, and organization.

Evaluate divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve divisional operations.

Understand and interpret to others the aims, concepts, principles, and practices of public works engineering and the operations.

Communicate and interpret with personnel at all organizational levels.

Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.

### **TYPICAL WORKING CONDITIONS**

Work is performed indoors and in a field environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work indoors and in a field environment. Requires the ability to walk, stand, climb, balance, bend, squat, crawl, twist and reach while performing duties; must be able to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Five years of increasingly responsible professional experience in a government Public Works setting in a managerial or administrative capacity performing administrative tasks.

#### **Education:**

High school diploma or GED equivalent. Completion of college coursework in Public Works related curriculum is desirable.

**Additional Requirements:**

**Possession of a valid California driver's license.** Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

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