

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

DEPUTY DIRECTOR OF PUBLIC WORKS
February 2019

DEFINITION

Under general supervision of the Public Works Director, this position is responsible for the day-to-day operations of the Public Works Department. The Deputy Public Works Director is responsible for supervision of public works maintenance that includes streets, parks, water distribution system, sanitary sewer collection system, storm water system, wastewater treatment operations, and facilities/buildings; provides highly complex and responsible support to the Director of Public Works; and performs related duties as assigned. May serve as the Public Works Director in the absence of the Public Works Director.

DISTINGUISHING CHARACTERISTICS

Deputy Director of Public Works is an assistant department head classification and has responsibility for overseeing the activities and functions of assigned division(s), as well as assisting the Public Works Director with overall management of the Public Works Department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Public Works Director. Supervises and manages professional, paraprofessional, technical, and clerical staff in the Public Works Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Manages and participates in the development and implementation of goals, objectives, and priorities for assigned divisions; manages and assists in the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards; conducts a variety of analytical and operational studies regarding divisional activities and evaluates alternatives; makes recommendations; implements procedural, administrative, and/or operational changes;
- Plans, manages, and oversees the daily functions, operations, and activities of assigned divisions and staff;
- Plans, organizes, controls, integrates, and evaluates the work of contractors performing construction of capital improvement projects and other contract services for the City as directed;
- Assists in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the City's mission and Council priorities as directed;
- Participates in the development of the annual department budget, including capital improvement and contract services budgets; monitors and adjusts assigned budgets as assigned;
- Assumes the duties of the Public Works Director in the absence of the Public Works Director; represents the Department at local and regional meetings, as assigned;
- Coordinates and represents the activities of the Department with other City Departments, public agencies, public utilities, and the general public, including preparing and presenting oral and written reports; develops record maintenance systems, procedures, and training necessary for maintaining effective liaison with other City departments; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Local government operations related to public works and utility operations; supervision and performance management; budget administration; current management theory and practice; organizational development; public relations; negotiation methods; principles and procedures of emergency response preparedness; safety practices and procedures, including occupational hazards and safety precautions.

Ability to: Plan, organize, control, and direct construction, installation, maintenance, and repair operations and activities of the Water, Stormwater, Wastewater Collection and Treatment, Solid Waste Management, Streets, Building Maintenance, and Vehicle Maintenance divisions of the Public Works Department; supervise the performance of assigned personnel; interpret, apply, and ensure compliance with City, State and Federal law, codes, ordinances, regulations, policies, and procedures related to public works projects; physically lay out construction plans in the field; oversee the planning, development, and implementation of utility service projects; communicate effectively, both orally and in writing; effectively present information to and participate in discussions with the City Council, City Manager, citizen groups, individuals, contractors, and others on departmental issues; assemble necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: High school diploma or equivalent GED. Bachelor's degree in engineering or related field is desirable. Technical training in water, wastewater, stormwater, or related field is highly desirable.

Experience: Five (5) years of responsible experience in public works maintenance, which included at least three (3) years of supervisory experience. Previous municipal experience is highly desirable.

Licenses: Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

SPECIAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, and perform duties in rough terrain and around construction excavations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.