



TOWN OF YOUNTVILLE JOB DESCRIPTION

Deputy Public Works Director

DEFINITION

Under the general direction of the Public Works Director/Town Engineer or Town Manager, the Deputy Public Works Director performs highly responsible, complex, and varied professional administrative and analytical work in the planning, organization and implementation of Town projects and programs. Will conduct analysis of operational needs, regulatory compliance, and strategic planning; participates in review of plans for town facilities, building construction, and public works Capital Improvement Projects (CIP); and serves as liaison with the Town Council, department heads, employees, community members, and other public agencies.

DISTINGUISHING CHARACTERISTICS

This "At-Will" position, subject to employment agreement is a senior level management position in the Public Works Department. The position exercises considerable independent judgment in the management of assigned activities. The position may serve as the Acting Director in the absence of the Director. The position is distinguished from the Director class in that the latter is in charge of all divisions and programs within the Public Works Department. This is an FSLA-Exempt position subject to an at-will employment agreement.

SUPERVISION RECEIVED

General direction is provided by the Public Works Director/Town Engineer and on occasion by the Town Manager on a project basis. Responsibilities include direct and indirect supervision of management, professional, technical, administrative and contracted consultant and project consultants as assigned.

ESSENTIAL DUTIES (illustrative only)

- Coordinates and participates in preparation and management and control of departmental budget, project budgets and Capital Improvement Program (CIP). Evaluates requests for additional funding, projects, and other supplemental requests.
- Coordinates important Town public works and related projects; coordinates strategic planning efforts; conducts studies and surveys; compiles and analyzes information; develops and evaluates options; and prepares and presents recommendations.
- Prepares requests for proposals for construction projects, construction documents, grant applications and monitoring compliance, and professional service agreements; assists in selection of technical and professional consultants required for departmental and town-wide projects; and manages contracts with contractors and agreements with selected consultants.

- Plan, direct, supervise and coordinate the operational and administrative work of assigned division and programs.
- Maintain up-to-date knowledge of state and federal laws and regulations, prepare standard operating procedures (SOP's), and make procedural changes necessary to keep department in compliance.
- Make presentations to Town Management Team, Town Council, boards and commissions; may serve as staff to boards and commissions.
- Coordinate technical, administrative and public relations activities for department with other Town departments, and outside agencies.
- May serve as Acting Director in the absence of the Director.

OTHER DUTIES

- Acts as liaison to the public, other Town Departments, county, state and federal agencies, and other key stakeholders.
- Participates in the planning, organization and direction of programs related to GIS, MMS, Asset Management, SCADA, urban forest management, sidewalk management, water conservation, water distribution, sewer system management, stormwater management, pavement management, and emergency preparedness.
- May review and sign engineering drawings if a licensed civil engineer.
- Perform other related duties as assigned.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge would be qualifying. A typical way to obtain the education and experience includes:

EDUCATION

Graduation from an accredited four-year college or university with major coursework in business, public administration, civil engineering, construction technology management or related field. Note: a post-graduate degree may substitute for one year of the required professional work experience.

EXPERIENCE

A minimum of five (5) years responsible work experience in either private sector or local government management involving project management, strategic planning, budget, and personnel management including sufficient supervisory, coordination, project management and operational experience to demonstrate possession of the identified knowledge, skills, and abilities listed.

Knowledge/Skill/Ability

Knowledge of:

- Principals and practices of project management.
- Advanced research, analytical, and statistical methods, techniques, and procedures.
- Computer applications including spreadsheet, database, word processing and presentation software.
- Principles, methods, and practices of municipal finance, budgeting and accounting.
- Technical report writing.
- Applicable federal, state and local laws, rules, codes, and regulations.

Ability to:

- Use modern office equipment, including computers, computer applications and software.
- Present information effectively for a wide variety of audiences.
- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations.
- Plan, organize, coordinate and implement complex projects and programs.
- Prepare comprehensive accurate written reports and documents.
- Develop, implement and monitor project budgets.
- Select and manage consultants and consultant firms as extension of town staff.
- Work effectively using tact, initiative, prudence and independent judgment.
- Establish and maintain effective working relationships with others.

Working Conditions

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; strength and agility to lift and carry items weighing up to 30 pounds. On a continuous basis work in an office environment sitting at desk for extended periods of time, travel from job site to job site in a vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work; may work on uneven or slippery surfaces; and may intermittently perform field work while exposed to various types of weather including extreme heat in the summer months and cold temperatures and rain during the winter months. Some accommodations may be made for physical demands for otherwise qualified individuals who require and request such accommodation.

OTHER REQUIREMENTS

License: Possession of a current valid California Class C Driver’s License and a satisfactory driving record as determined by the Town. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certification in project management is desirable but not required.

Registration as a licensed Civil Engineer in the State of California is desirable, but is not a requirement of this job position.

Approval: _____
Town Manager

Resolution No. _____

Effective Date: