

## JOB DESCRIPTION

City of Patterson



Human Resources

## DEPUTY DIRECTOR OF PUBLIC WORKS – OPERATIONS & MAINTENANCE

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

To assist the Director of Public Works in the planning, directing, supervising, and coordinating of departmental functions and operational activities; to assist in the monitoring and preparation of operating and capital improvement budgets and management of personnel assigned to the department; and to provide highly complex staff assistance to the director.

## SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over professional, technical clerical staff.

Exercises responsible charge of assigned operations and maintenance functions.

## ESSENTIAL DUTIES

Essential and other important responsibilities and duties may include, but are not limited to the following:

Assist in planning, directing, supervising, and coordinating departmental operations; oversee and participate in the development of departmental strategic planning; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Appear before the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department.

Assist with the preparation of operating and capital improvement budgets and control of expenditures, including the preparation of long-term maintenance management models.

Supervise and assist subordinate supervisors in the operations and maintenance of City infrastructure, particularly water, wastewater and storm drainage systems; establish long-range

plans and goals, including strategic planning for the utility enterprise funds and issues dealing with environmental regulations.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Work across departmental lines to ensure long-term infrastructure needs of the city are met.

Establish performance expectations and evaluate performance of subordinate personnel.

Prepare a variety of correspondence including general and special reports.

May serve as the Public Works Director, as required.

Perform related duties as assigned.

## **MIMIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles of supervision, training, management and public works administration.

Principles of budget preparation and expenditure control.

Principles and practices of public administration labor relations and public personnel management.

Principles and practices as applied to the field of operating and maintaining the city infrastructure.

Technical, legal, and financial issues related to the conduct of municipal public works program.

Strategic planning and environmental regulations for municipal utilities.

Department of Health Services drinking water regulations.

National Pollution Discharge Elimination Systems (NPDES) permitting and compliance.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works projects.

Procedures, materials, equipment and methods used in all areas of public works activities.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee and coordinate the activities of a number of sections within the Department.

Assist with the preparation of departmental operating and capital improvement budgets and control budget expenditures.

Review and interpret cost estimates.

Effectively represent the Department before the Council, Council Committees, boards, commissions, public agencies and private groups.

Prepare clear and concise written reports and develop appropriate recommendations.

Effectively manage assigned areas of the departmental program.

Establish and maintain cooperative relationships with those contacted during the course of work.

Perform a variety of technical research and prepare reports of findings.

Manage a large staff of field, office, professional and technical staff.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, civil engineering, business administration or a related field.

**EXPERIENCE, TRAINING AND CERTIFICATION(S)**

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

**Experience:** Seven years of increasingly responsible experience in a public works environment, including at least two years in a supervisory or administrative capacity.

**License or Certificate**

Possession of an appropriate, valid California driver's license.

Possession of certification in water distribution, water treatment, and/or arboriculture is highly desirable.

## NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

## PHYSICAL REQUIREMENTS

**Environmental Conditions:** Office and field environment; occasionally travel from site to site.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; traveling to and from job sites and attending meetings.