



City of San Bruno

## CLASS SPECIFICATION

### **CLASS TITLE**

DEPUTY PUBLIC WORKS DIRECTOR - ADMINISTRATION & ENGINEERING

### **DEFINITION**

To assist the Director of Public Works in managing and directing the Public Works Department; to plan, organize and direct the activities of the Admin and Engineering division; and to provide highly complex staff assistance to the Public Works Director.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Department Head level recognizes positions that serve as a full-line assistant to a department director and/or assume responsibility for a major division and, in addition, perform general administrative tasks for Public Works Director. Also, serve as the City Engineer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director.

Exercises direct supervision and management over assigned management, professional, technical and administrative support staff.

### **EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Assist the Director of Public Works in managing and directing the Public Works Department.
- Serve as City Engineer.
- Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.
- Plan, organize and direct Public Works activities including the Capital Improvement Program, the California Map Act, Development Review, Encroachment Permitting.
- Direct, oversee and participate in the development of the Public Works division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Public Works division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.

- Plan and directs project management activities for a variety of activities involving civil engineering, construction and capital improvement projects, including the preparation of plans, specifications and designs, estimates, contracts, schedules, inspections and project monitoring.
- Review and assign engineering work to assure the overall quality of the professional engineering work performed by subordinate personnel; recommend changes or modifications to existing legal codes and standards.
- Review and approve all contractual proposals for publicly or privately assisted activities involved in the City's engineering and construction efforts.
- Direct the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs; develop specific proposals and recommendations to meet these needs; provide technical assistance to staff.
- Direct the preparation and administration of the division budget, monitors authorized expenditures.
- Advise Public Works Director, City Manager's Office and others on the planning and implementation of civil engineering, construction, land development or other related activities.
- Direct the selection, supervision and work evaluation of division staff and provide for their training and support, including equitable use of disciplinary procedures.
- Develop and coordinate supervisory and technical training and development programs.
- Coordinate division activities with other City departments and divisions with outside agencies and respond to citizen inquiries.
- Ensures that the City is in continuing compliance with applicable laws and regulations, such as, but not limited to EEOC, SB198 and ADA.
- Develop, test and monitor division's emergency preparedness.
- Develop technical bid specifications and requests for proposals and/or qualifications for professional service contracts.
- Exhibit and practice support for management decisions.
- Commit to creating and sustaining a pleasant, cooperative, and productive work environment.
- Serve as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.
- Represent the City in related professional organizations as appropriate.
- Serves as liaison with other agencies, public entities, and other City departments or boards, commissions, and committees.
- May act for Public Works Director as assigned.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of contemporary methods, techniques, principles and practices of civil engineering, public administration and local government operations related to public works and utility operations.
- Land development, particularly as it relates to Federal, State and local laws or regulations and to City procedures affecting engineering activities.
- Principles and practices of civil engineering, building construction, transportation planning and urban planning; principles of organization, administration, budget, financial, and personnel management; project management systems; purchasing procedures.

- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and safety precautions.
- Safe driving principles and practices.
- Well design and maintenance techniques
- Research techniques, methods and procedures and report presentation; computer use and techniques.
- Proper interpretation and decision making in accordance with laws, rules and policies; principles and application of Best Management Practices (BMPs), bench marking, performance measures, and customer surveys.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state, and federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

**Ability to:**

- Organize and direct Public Works Engineering operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.
- Select, supervise, motivate, train and evaluate personnel.
- Plan, communicate, delegate and monitor a variety of concurrent projects.
- Conduct comprehensive engineering analysis of land development, construction and public works problems; analyze engineering data and make decisions accordingly.
- Interpret and coordinate complex, inter-disciplinary information from within the City or outside public and private sources
- Establish and maintain effective quality control of engineering activities; prepare, maintain and interpret records and reports
- Evaluate operations and problems, recommend and implement efficiency and productivity improvements; prepare and administer division budget including purchasing
- Attend public meetings to explain and promote department programs and policies; manage professional, managerial, and clerical staff as well as technical and skilled workers; develop and administer systems required to sustain a large, complex organization.
- Operate Engineering tools and equipment
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination to operate drafting instruments, computers and various pieces of office equipment.
- Lift and/or move up to 25 pounds.
- Respond to emergency situations and work non-regularly scheduled work hours.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.

- Supervise, train and evaluate personnel.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operation of tools and equipment used
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

### **Education and Experience:**

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

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in a bachelor's degree from an accredited college or university with major course work in civil engineering or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in public or business administration is desirable.

Four (4) years of increasingly responsible management experience involving civil engineering with two (2) years of management or supervisory level experience. Prior municipal experience preferred.

### **SPECIAL REQUIRMENTS**

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession at the time of hire and continued maintenance of a valid registration as a Professional Engineer in the State of California or possess Professional Engineer registration in another state with ability to obtain California registration within six (6) months.

### **WORK ENVIRONMENT**

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Use of safety equipment, such as safety vests, safety eye wear and hard hats, as required.

Category:	Assistant Department Head
FLSA Classification:	Exempt
Effective Date:	June 29, 2022
Revised:	N/A