

**Assistant Director of Public Works**

DEFINITION

Under administrative direction, plans, directs, and coordinates engineering activities relating to City public works engineering projects; serves as City Engineer; performs related work as assigned.

CLASS CHARACTERISTICS

This class reports to the department director and is responsible for planning, managing, and directing the work of a section of the Public Works department staffed by sub-professional and contract engineering staff.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises and participates in a variety of professional and para-professional engineering work, including the preparation of plans and project specifications and public counter operations; directs and/or coordinates project inspections; may draft ordinances according to general instruction.

Supervises and participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable engineering standards, and recommends corrections or improvements; supervises the preparation of legal descriptions and deeds for easements and rights-of-way.

Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; performs construction contract modifications and negotiates contract changes.

Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommends and initiates changes to departmental procedures, policies, and regulations including engineering design standards.

Provides technical assistance to other departments and City personnel; assists in the design and construction of municipal works facilities, including streets, water, sewer, and storm drainage systems.

Compiles and analyzes statistical data and prepares technical reports relating to public works projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures.

Coordinates engineering activities with other department staff, City personnel, and agencies; attends and makes presentations to City committees and commissions.

Supervises engineering, public counter and/or inspection division staff; participates in the screening and selection of section staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions.

### Knowledge, Skills, and Abilities

Extensive knowledge of engineering principles, methods, and practices as applied to public works, including planning and development, design and construction. Thorough knowledge of techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects; related laws, ordinances, rules and regulations. Considerable knowledge of the methods and techniques of supervision.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check complex engineering designs, computations, plans and studies; plan, direct, and coordinate public works engineering programs and manage a section of the Public Works Department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management and engineering principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; establish and maintain effective relationships with the community at large, the City Council, and other public officials.

### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of a certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and certification to practice Land Surveying in the State of California or equivalent.

PHYSICAL PROFILE: Category I; 7.