



DEPUTY PUBLIC WORKS DIRECTOR

City of Milpitas

Effective: November 2016
EEOC: Administration
FLSA: Exempt
Unit: Unrepresented
Physical: 1

DEFINITION

The Deputy Public Works Director will plan, direct, supervise, and coordinate the activities of one or more of the following divisions/functions within the public works department: general administration services, regulatory compliance, engineering, contract administration and/or operations. The Deputy Director will work collaboratively within the City and with other local, state, and federal agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

Exercises supervision over management/supervisory, professional, office administrative, technical, part-time and operations staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Manage, oversee, review and participate in the divisions/functions activities such as administrative services, regulatory compliance, engineering, contract administration and/or operations
- Assist with the development and implementation of department goals, objectives, policies and procedures
- Develop and oversee assigned budget; project and forecast funding needed for staffing, equipment, materials and supplies; monitor approved budget, recommend adjustments
- Research and prepare a variety of highly technical and administrative reports; prepare reports to present at City Council and commissions
- Administer contracts, direct and coordinate the work of professional consultants and contractors
- Supervise, train, evaluate, and coach assigned staff
- Respond to inquiries and complaints from the public and regulatory agencies
- Conduct internal audits and identify potential areas of compliance vulnerability, risk, and develop alternative action plans
- Evaluate operations and maintenance, recommend and implement efficiency and productivity improvements
- Utilize continuous improvement tools like benchmarking, and establish key process measures that meet the organization's needs
- Ensure that performance standards and records management requirements are met to achieve outcomes and expectations

- Manage complex projects that further the long term objectives of the department and the City by identifying which quality standards are relevant to the project and determine how to satisfy them, evaluate overall project performance on a regular basis
- Represent the Public Works Department or City of Milpitas to outside agencies and organizations; participate in community and professional groups and committees; act as a technical and professional resource providing support and assistance reflective of the City's concerns and interests
- Evaluate operations and business practices for opportunities to minimize pollution and ensure regulatory compliance
- Participate in long-range and strategic planning for the Public Works Department
- Organize, direct, plan, implement, and coordinate a comprehensive environmental program
- Perform legislative review and advocacy activities on various environmental and compliance issues as assigned; analyze impacts, prepare position statements and/or back-up documentation, and make recommendations upon request
- Develop and maintain programs and procedures necessary to be in compliance with Federal, State and local environmental, health and safety laws, regulations and permits
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of policy development and implementation
- Principles and practices of public administration and local government operations related to public works and utility operations
- Principles of organization, administration, budget, financial and personnel management
- Project Management systems, purchasing procedures and inventory techniques, public contracting code
- Principles and procedures of emergency response preparedness, utility and infrastructure emergency response and procedures
- Principles and application of best management practices, benchmarking, performance measures and customer service programs
- Federal, State and local laws, regulations, codes, and policies affecting area of responsibility and also including workplace safety and environmental programs
- Principles and practices of contract proposal, preparation, negotiation and administration
- Basic budget development and administration
- Environmental, planning, and political issues that impact environmental issues
- Public relations, advertising and promotional approaches to gain program support and compliance

Ability to:

- Plan, communicate, delegate and monitor a variety of concurrent projects
- Prepare, maintain and interpret records and reports
- Properly interpret and make decisions in accordance with laws, rules and policies
- Work effectively under pressure and meet deadlines with consistent interruptions

- Understand, interpret, and explain a variety of highly technical and specialized compliance laws, regulations, and guidelines
- Conduct research, gather and analyze data, evaluate alternatives and make logical recommendations
- Interpret and apply policies, procedures, laws and regulations
- Select, supervise, motivate, train and evaluate personnel
- Establish, maintain and foster positive and harmonious working relationships with those supervised and contracted in the course of work, including a variety of officials, contractors, the public, and staff
- Represent the City in meetings with the public, media, government agencies and industry groups, which includes making public presentations
- Develop, analyze, interpret, and explain compliance policies and procedures
- Analyze problems, identify alternative solutions, project consequences of actions and implement recommendations that support departmental goals
- Communicate effectively and tactfully, orally and in writing
- Provide outstanding customer service to the public, regulatory agencies and City staff
- Travel to various locations throughout the Bay Area and California
- Observe safety principles and work in a safe manner
- Operate standard office equipment

EXPERIENCE AND EDUCATION

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

Experience:

- Five (5) years of increasingly responsible experience in public works, civil engineering, and/or operations within a public/private agency.
- Two (2) years of management experience in public works, civil engineering and/or operations within a public/private agency

Education:

- Bachelor's degree from an accredited college or university with major course work in Public Administration, Civil Engineering, Environmental Studies or a related field is required. A Master's degree is desirable.

LICENSE AND CERTIFICATES

- Possession of an appropriate, valid California Driver's License
- Professional License in engineering is desirable when overseeing engineering staff

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, reach, kneel, bend, squat and stoop in the performance of daily activities; repetitive hand movements and fine motor coordination is required when using a computer keyboard; near vision is required when writing reports and other documents, and far

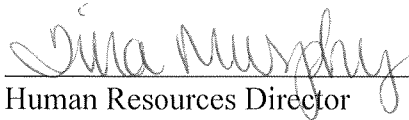
vision is required when out in the field; ability to attend night (evening) meetings; ability to travel to various locations within and outside the City of Milpitas; occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals; occasionally lift, carry and push office supplies weighing up to 25 pounds; exposure to the outdoors, noise, fumes, dust, wastewater and effluents, allergens and air contaminants.

Approved by:



City Manager

4/4/17
Date



Human Resources Director

4/4/2017
Date