

DEPUTY DIRECTOR, PUBLIC SERVICES

Salary Range 24: (Management Salary Schedule)

DEFINITION

Under general direction, plans, organizes, and manages the activities of assigned divisions within the Public Services Department, including Public Works Operations, Traffic Signal and Street Light Maintenance, Public Works Engineering, Fleet Operations, and Environmental Services; provides expertise and oversight in program elements for the organization; coordinates section activities with other divisions or departments; provides technical support and highly complex assistance to the Public Services Director and others; performs a variety of professional and technical level tasks relative to assigned areas of responsibility; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position management level classification responsible for managing the programs and activities of the Operations, Traffic Signal and Street Light Maintenance, Public Works Engineering, Fleet Operations, and Environmental Services Divisions. The incumbent is responsible and accountable for accomplishing department/division goals, and for furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports directly to the Director of Public Services or designee and directly supervises assigned professional, technical, and administrative staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes, supervises, and manages the activities of staff in the Operations, Traffic Signal and Street Light Maintenance, Public Works Engineering, Fleet Operations, and Environmental Services Divisions.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Public Services Department.
- Participates in the development and administration of the department budget.
- Plans and supervises the training of assigned staff in the proper use and safe operation of equipment and materials and the accepted methods of performing maintenance duties.
- Serves as safety coordinator for the department; conducts staff and safety meetings.
- Researches, assists in preparing, and monitors contracts and agreements with other departments and outside vendors; prepares specifications and contracts for services; reviews construction plans for compliance and completeness; acts as project manager for assigned projects.
- Inspects in-house and contracted work in progress for compliance with policies and procedures, plans, specifications, and standards of quality and safety.

- Interprets, applies, and advises staff on provisions of laws, rules, and regulations related to division matters.
- Develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Coordinates Public Services' activities with other divisions, departments, governmental agencies and outside organizations as appropriate.
- Interviews and recommends selection of job applicants, evaluates employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action as appropriate.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Participates in Public Services' and City management meetings and works with managers and staff to resolve policy, procedural, or operational issues.
- Prepares and maintains a variety of records, reports, and correspondence related to division activities.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Acts as the City's liaison with a variety of committees, commissions, and developers; represents the City and the department in meetings with other public, regulatory, and private organizations.
- Acts on behalf of the Director when needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public works engineering, street maintenance and repair, including pavement management systems, environmental services, traffic signal and street light repair and maintenance, and fleet services
- Equipment, tools, and materials used in assigned divisions
- Principles and practices of safety management and training; occupational hazards and standard safety precautions necessary in the work place
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Pertinent federal, state and local rules, regulations, and laws
- Recent developments, current literature and sources of information related to assigned duties
- Methods and techniques of effective project management, contract administration, and technical report preparation and presentation
- Principles and practices of personnel management, supervision, training, and performance evaluation

- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar, and punctuation

Ability to:

- Plan, schedule, supervise, review, and evaluate the activities of program areas within the Public Services Department
- Select, train, motivate and evaluate staff
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Coordinate department activities with other City departments and agencies as required
- Interpret, apply, and ensure project compliance with federal, state, local and City policies, procedures, laws, and regulations
- Develop, organize, and direct comprehensive street, fleet, environmental, traffic signal and roadway lighting maintenance programs
- Prepare specifications and requests for proposals
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to division activities
- Prepare and administer a departmental budget
- Establish and maintain effective working relationships with those contacted in the course of the work
- Prepare and present clear, concise, and logical written and oral reports
- Use computer technology and applications in the performance of daily activities
- Supervise, hire, train, and evaluate professional, technical and administrative staff
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

A bachelor's degree from an accredited college or university in business or public administration, engineering, construction technology, environmental science, or a closely related field, and five (5) years of increasingly responsible, recent experience in public services maintenance and construction, including at least three years of management or supervisory responsibility. Significant project management and scheduling experience is required.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.