

DEPUTY DIRECTOR, PUBLIC SERVICES/CITY ENGINEER

Salary Range: 24 (Management Salary Schedule)

DEFINITION

Under general direction, plans, organizes, and manages the programs and activities of assigned divisions within the Public Services Department; serves as the City Engineer; 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 Assistant City Manager, Public Services Director and others; performs a variety of professional and technical level tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management level classification responsible for managing the programs and activities of assigned divisions with the Public Services Department. The incumbent serves as the City Engineer, and 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 and directly supervises assigned professional, technical, and administrative staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes, supervises, and manages the programs and activities of staff within assigned divisions of the Public Services Department which include, Engineering, Environmental, Facilities, Fleet, Traffic Signal and Street Lighting, Public Works, and Streets Landscaping.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned divisions.
- Participates in the development and administration of the budget for assigned divisions.
- 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 assigned duties.
- Oversees, analyzes, processes, and provides technical assistance regarding engineering design activities, including mapping and improvement drawings, site suitability studies, appropriate mitigation measures and conditions of approval; participates in public meetings as necessary.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the Planning Commission and City Council.
- Coordinates engineering activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, contractors and the general public; provides support to boards and commissions on engineering matters; participates in professional groups and committees.

- Oversees, develops and implements current engineering program activities including review of traffic, drainage, and other environmental studies; provides technical assistance and information regarding City development requirements.
- Serves as safety coordinator for the department; conducts staff and safety meetings.
- Researches, and assists with reviewing and monitoring 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 areas of assignment.
- Develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- 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 timesheets.
- 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:

- Advanced principles and practices of civil engineering for public, commercial, industrial and residential buildings
- Recent developments and trends, current literature, and sources of information related to civil engineering operations and the construction industry
- 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

- Applicable federal, state and local laws, rules, codes and ordinances
- 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 assigned 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
- Prepare specifications and requests for proposals
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to division activities
- Prepare and administer a budget for assigned divisions.
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- 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 to safely and effectively perform the assigned duties

Minimum Qualifications:

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

A bachelor's degree from an accredited college or university in civil engineering, environmental engineering, construction technology, or a closely related field, and five (5) years of increasingly responsible, recent experience in civil or environmental engineering, including at least three years of management or supervisory experience.

GENERAL QUALIFICATIONS**License Requirements:**

- Possession of a current license as a Professional Civil Engineer issued by the State of California.

- A valid California Class C license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability 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.).

Working Conditions

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; and partially work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The incumbent may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

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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.

Adopted: February 2012

Revised: September 2018