

City of South San Francisco
Human Resources Department

Deputy Director of Public Works
Class Description

Definition

Under administrative direction from the Public Works Director, uses operational decision making in the direction and coordination of assigned divisions within the Public Works Department; coordinates assigned division activities with other divisions and departments; develops and implements policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; provides highly responsible and complex administrative support to the Public Works Director; serves as the acting Director as assigned; and does related work as required.

Distinguishing Characteristics

Reporting to the Public Works Director, the Deputy Director manages, supervises, develops, maintains, directs and coordinates the activities of the divisions whose functions include providing direct public service. This class is distinguished from the next lower-level classifications in that it has responsibility for managing programs and policies encompassing multiple divisions.

Typical and Important Duties

1. Manages the operations of assigned divisions within the Public Works Department which may include planning, developing, and administering public works infrastructure, streets, fleet and engineering projects and programs for the City.
2. Develops divisional goals and objectives; develops and implements division policies and procedures.
3. Manages and oversees the design and development of new public works infrastructure and programs and improvements to existing public works infrastructure and programs.
4. Develops and implements division work plans; assists work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
5. Prepares division budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budgets.
6. Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures as directed; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
7. Establishes and maintains liaison with appropriate governmental bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and technical standards affecting infrastructure projects.

8. Plans, organizes, and directs maintenance activities including the repair and upkeep of facilities and administration of associated contracts.
9. Participates in the development of the capital improvement program; plans, supervises and reviews the design and construction of public capital projects as it relates to assigned activities.
10. Investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.
11. Provides technical assistance and information to a variety of boards, commissions, and committees.
12. Prepares and presents a variety of reports to the City Council, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
13. Represents the divisions and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
14. Researches and prepares technical and administrative reports; prepares written correspondence.
15. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
16. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Principles and practices of planning, design and construction management of public works projects.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to public works infrastructure.
- Principles and practices of project management.
- Principles and practices of leadership, team building and conflict resolution.
- Principles and practices of policy development and implementation.
- Principles and practices of budget development, implementation, and monitoring.
- Laws and regulations related to public works projects; contracts, agreements, plans, specifications, procedures, and forms associated with public works projects.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic concepts of employee relations.
- Principles and practices of organizational analysis and management.
- Modern office procedures methods and computer equipment.

Ability to:

- Organize, implement and direct the activities of assigned Public Works divisions.
- Supervise, train and evaluate personnel.
- Interpret and explain division policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Gain cooperation through discussion and persuasion.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.
- Maintain effective liaison with other City departments and other agencies and work successfully with the public and community groups.
- Communicate effectively with others, orally and in writing, to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Develop and recommend policies and procedures related to assigned operations.
- Use English language effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Proactively address and work to resolve customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality with sensitive information.

Skill in:

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

Experience and Training

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

Experience: Five years of progressively responsible experience involving the project management of public works projects, with at least three years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in business administration, public works, construction, engineering or a closely related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: July 2018
Revised Date:
Former Titles:
Abolished:
Bargaining Unit: Mid-Management
ADA Review:
DOT: No
Physical: Class C
Status: Classified/Exempt
EEOC Category:
Job Code: M145

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
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