

## ASSISTANT PUBLIC WORKS DIRECTOR

### DEFINITION

Under the direction of the Director of Public Works, oversees the engineering and field operations of the City, including facilities, fleet, parks, wastewater, stormwater, and street maintenance. The Assistant Public Works Director will oversee the development, planning, control and evaluation of the programs of the engineering division, including planning, cost estimating, design, inspection, and contract administration of capital improvement plan projects. In addition, the position will oversee the efficiency of maintenance and operations policies, programs, quality of service, technology, safety and training programs, contracts and vendors.

### SUPERVISION EXERCISED AND RECEIVED

Receives direction from the Public Works Director and actively participate on the City's executive team. Supervises both engineering and maintenance and operations staff members.

### Distinguishing Characteristics:

This position is distinguished from the higher-level Director in that the former is charged with coordination with the City Manager and City Council to develop citywide policy and accountability for the quality of services provided by the department.

Incumbents plan and assess operation goals and objectives related to one or more department functions and programs. Responsibilities include developing budgets and allocating resources, developing and implementing cross-division cost recovery strategies, and internal and external functional coordination. Incumbents facilitate long-range planning efforts and develop team and individual work plans accordingly. Incumbents manage service contracts, requests for proposals (RFP), evaluate proposals, manage facilities, negotiate contracts, and oversee consultant services. Supervisory responsibilities may include other managers, supervisors, and non-management employees, making hiring/firing decisions, evaluating performance, coaching, training, and administering disciplinary actions. Incumbents resolve more complex customer service issues and represent the Department and the City at large. Incumbents work actively to foster community relationships and to demonstrate the value of community services programs to the public.

### ESSENTIAL AND IMPORTANT DUTIES

- Directs review of private development plans to ensure conformance with the municipal code.
- Represents the Department at Council, Commission, and other public meetings in the implementation of the City's strategic goals and objectives and in interactions with other agencies including South Bay Waste Management Authority (SBWMA), Silicon Valley Clean Water (SVCW), and City/County Association of Government (C/CAG).

- Oversees and negotiates contracts with the Department's vendors including consulting engineers, architects, and other professional and non-professional service providers.
- Administers major municipal projects involving significant engineering and/or heavy, complex construction.
- Interprets City codes and policies related to City infrastructure and private development.
- Establishes City engineering standards. Enforces City Engineering and Public Works Department designated duties of the San Carlos Municipal Code.
- Manages rate establishment process for sewer and solid waste services.
- Serves as the Acting Public Works Director in their absence.
- Leads, sets strategy, and monitors progress of the maintenance and improvement of streets, curbs, sidewalks, sanitary sewers, and storm drains.
- Evaluates operations and programs of the Department, as assigned, and provides appropriate tools and plans to provide appropriate service levels in all areas of responsibility.
- Demonstrates exceptional project management and process improvement skills.

## JOB-RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

- Principles and practices of civil engineering, traffic planning, and municipal engineering.
- Planning, budgeting, design, and construction management of the public works projects.
- Ability to plan, organize, and direct projects and programs in the following functional areas: streets and storm drains, sanitary sewers, related public works operations, and facilities maintenance.
- Principles of leadership, organization, and personnel management.
- Contract negotiation, vendor management, and request for qualifications (RFQ) and request for proposal (RFP) procedures.
- Federal, state, and local laws and regulations relating to public works construction, operation, and maintenance.
- Caltrans policies and procedures.
- Principles, practices, and trends in public works administration, including project management technology tools.
- Design methods of Public Works projects including the construction of streets, signals, lighting, parking, sanitary sewers, storm drain, parks, and buildings.
- State Subdivision Map Act.
- Tentative Maps and environmental documents.
- Construction Management.

### Ability to

- Organize, implement, and direct engineering and planning operations and activities related to CIP, land development, and traffic.
- Interpret and apply federal, state, and local laws.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude and work well with other departments
- Coordinate diverse activities of the department.
- Manage a budget and supervise staff.

### EXPERIENCE AND EDUCATION:

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 (5) years of increasingly responsible municipal public works program administration experience including three years of management or supervisory responsibility. Additional years of private sector civil, structural, or traffic engineering work may substitute for, or augment municipal public works experience.

#### Education:

Possession of a bachelor's degree in civil engineering from an accredited college or university. A master's degree in engineering, public or business administration is desirable.

#### License and Certificate:

Registration as a Professional Civil Engineer in the State of California.

Possession of a valid Class C California Driver License.

### SPECIAL REQUIREMENTS

Position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and hearing and speech to communicate in person and over the telephone. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### WORK ENVIRONMENT

Incumbent generally works in an office setting. The noise level in the work environment is usually quiet but can be moderately noisy. The work environment requires working in a public setting and interacting with members of the public. The incumbent may potentially be asked to work remotely, part or full time, depending on the needs of the organization.