

CITY OF SAN JUAN CAPISTRANO

ASSISTANT PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise, and coordinate daily operations of the Public Works Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and, to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for the day-to-day operations of the Department, and serves as Acting Director in the absence of the Public Works Director.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for assigned programs; recommends appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for all work areas in the department; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Trains, motivates, and evaluates Department personnel as assigned; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Departmental budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors expenditures; recommends and implements adjustments.
7. Manages large and complex capital and maintenance projects; conducts studies; interprets and applies laws and regulations; ensures compliance with codes, ordinances, and amendments.
8. Confers with developers, contractors, architects, and engineers; reviews proposals; negotiates agreements; ensures compliance with appropriate regulations and policies; makes recommendations and prepares reports.

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9. Performs extensive research regarding implementation of policies established by the City.
10. Serves as liaison for the Department with other City departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions and committees, prepares and presents staff reports and other necessary correspondence, follows-up on discussions or agenda items.
12. Provides responsible assistance to the Director.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the management field.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Oversees functions of the public service counter and phones to maintain adequate coverage and service levels.
16. Reviews and makes recommendations on forms, procedures, and processes to reduce time and complexity and enable compliance with state and local regulations.
17. Creates and implements effective work tracking and monitoring systems.
18. Assists in developing and implementing improved records management procedures in the department.
19. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering
- Principles and practices of Public Works maintenance and facility operations
- Principles and practices of modern solid-waste and environmental operations
- Terminology, methods, practices and techniques used in civil engineering report preparation.
- Materials, tools, and equipment used in civil engineering.
- Principles of mathematics as applied to engineering work.
- Engineering design and construction principles and practices.
- Modern office procedures, methods and equipment including computers.
- Recent developments, current literature and sources of information regarding civil engineering.
- Principles and practices of supervision and training.
- Pertinent Federal, State and local codes, laws and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices relating to revenue and budget analysis.
- Effective negotiation skills.

Skill in:

- Managing, directing, and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Overseeing day-to-day operations, services, and activities of the Department.

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- Developing and administering goals, objectives, and procedures.
- Preparing and administering budgets.
- Meeting deadlines.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Analyzing design, constraints, circulation, compatibility, utilities, and other urban services.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Maintaining good working relations with staff, applicants and the public, in the context of a team management environment.
- Planning and carry out work programs for self and others, evaluating results, and making appropriate adjustments and recommendations to bring projects to completion.
- Exhibiting effective communication skills, listening to others, and applying flexibility and creativity to finding solutions.
- Understanding and work effectively within the political and socio-economic framework of local government.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience in engineering, or related fields, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, business management, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office Environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Ability to drive and walk over varied terrain in order to review proposed projects.