



Job Title	Deputy Public Works Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	8	Job Code	19631

Class Specification - Deputy Public Works Director

Summary Statement:
 The purpose of this position is to manage the public infrastructure in accordance with city, state, and federal laws and manage the Public Works and Engineering functions. This is accomplished by planning, organizing, and developing strategies to accomplish the goals and objectives of the department. Managing all functions, developing, and implementing the budget, managing critical capital projects, leading development activities, overseeing the Public Works team of managers; and acting as Public Works Director in their absence.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Manage and oversee Public Works by developing the vision, goals, objectives, priorities, and policies; and create an organizational structure that ensures efficient use of limited resources.
50%	Assist with management and oversight of the City Engineering Division, Operations and Maintenance Division, Traffic Engineering, Water Resource Engineering, and Transit Division by developing and implementing structure and goals; monitor and improve effectiveness of service delivery methods; plan and direct the work plan for staff; oversee the implementation of capital programs, maintenance of infrastructure, permit compliance, development review, and transit services.
10%	Serve as the Public Works Director in their absence.

Competencies Required:
 Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.



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Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, business administration, or related field.

Experience: Seven years of responsible full-time public works project management or civil engineering experience involving public works projects including five years of supervisory and management experience.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



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Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Professional Engineer (PE) License – If designated as City Engineer.	Upon hire
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Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, CAD software, and specialized engineering software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: September 2015