

# CITY OF SIMI VALLEY

## **DEPUTY PUBLIC WORKS DIRECTOR (DEVELOPMENT SERVICES)**

*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.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates the land development engineering section activities and operations; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the City Engineer and Public Works Director.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing, and operational activities of the land development engineering section.
2. Plan for and review construction inspection activities for commercial and residential development and public facilities.
3. Oversee the development, processing, and review of final maps and pertinent infrastructure improvement plans; recommend plans for approval signatures to the City Council; review construction cost estimates for the development of fees and bond amounts.
4. Review and approve all construction permit applications submitted by developers or contractors; oversee issuance of permits; resolve processing issues; review and approve major design and/or construction changes.
5. Oversee the entitlement process; serve as the point of contact with city, county and state agencies; facilitate communication between the developer and Public Works staff; manage right-of way dedications, vacations and quit claims; manage excess properties; coordinate review, comments and input by all Department divisions/sections.
6. Inspect the more complex development projects; ensure quality control and compliance with applicable codes and regulations; prepare detailed reports on inspection and construction activities.
7. Attend and participate in construction and design meetings; confer with developers, contractors, surveyors and other engineers; provide information regarding City development standards and ordinances.
8. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
9. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff to implement improvements.
10. Plan and review work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

11. Assist the City Engineer and Public Works Director with technical presentations before elected officials, as necessary.
12. Oversee Requests for Qualifications (RFQ) and Requests for Proposals (RFP) for the solicitation, evaluation, and selection of engineering consultants; negotiate fees and determine the scope of work for complex engineering services contracts; prepare, review, and analyze bid documents; award construction contracts; schedule and attend pre construction meetings; oversee and supervise staff in the administration and management of professional engineering contracts.
13. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Participate in the development and administration of program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
15. Provide staff assistance to the City Engineer and Public Works Director; serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other correspondence as appropriate and necessary.
16. Coordinate land development engineering activities with those of other divisions and outside agencies and organizations.
17. Coordinate the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System MS4 permit activities.
18. Coordinate the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) Community Rating System activities.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal civil engineering.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive municipal development and engineering program.
- Modern and complex principles and practices of civil engineering, capital improvement projects and flood plain management.
- Methods and techniques of engineering design and review.
- Methods and techniques of development project review and processing.
- Methods and techniques of project scheduling.
- Principles and practices of program development and administration.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Principles and practices of construction management.
- Subdivision Map Act and the California Environmental Quality Act (CEQA).
- Procurement of engineering and construction services.

Project financing.  
Construction safety practices.  
Land development practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Oversee the activities, operations and projects of an engineering section.  
Research, analyze and evaluate new service delivery methods and techniques.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Interpret and explain City development policies and procedures.  
Interpret, apply, and coordinate the NPDES M4 permit, and the FEMA NFIP Community Rating System.  
Interpret and apply federal, state and local policies, laws and regulations.  
Negotiate and manage engineering services and construction contract modification.  
Work with professional consultants, contractors, citizens and council and board members.  
Prepare clear and concise reports.  
Use personal computer to perform engineering tasks.  
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Five years of responsible engineering experience including two years of administrative and/or supervisory experience.

**License or Certificate:**

Possession of registration as a Professional Engineer in the State of California.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and field environment; travel from site to site; works with computers; exposure to noise and poisonous gases and liquids.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, and walk for prolonged periods of time; climb ladders and slopes; operate motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

**Hearing:** Hear in the normal audio range with or without correction.

**CITY OF SIMI VALLEY**  
**Deputy Public Works Director (Development Services) (*Continued*)**

Date: June 2015

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