

# CITY OF SIMI VALLEY

## 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.*

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises and coordinates assigned programs and activities within the Public Works department including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **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. Assume management responsibility for assigned services and activities of the Public Works department including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for Public Works staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Public Works personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as the liaison for the Public Works department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Public Works Director.

10. Conduct a variety of organizational and operational studies and investigations; recommend modifications to public works programs, policies and procedures as appropriate.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. 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 public works program including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions.

Principles and practices of engineering and/or utility operations.

Principles and practices of program development and administration.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods and equipment including computers.

Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Oversee and participate in the management of the Public Works department's engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance, and source control activities.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of department goals, objectives and procedures.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

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 engineering, public administration, business administration or a related field.

**Experience:**

Five years of increasingly responsible public works experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a professional engineer in the State of California may be required depending on area of assignment.

**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:** Standard office setting.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment.

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

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

Adopted: July 2003  
*Johnson & Associates*

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