

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ASSISTANT PUBLIC WORKS DIRECTOR
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MIDDLE MANAGEMENT

### **DEFINITION**

To assist the Public Works Director/City Engineer in managing and directing the Public Works department; to plan, organize and direct the activities of assigned divisions; and to provide highly complex staff assistance to the Public Works Director/City Engineer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Director/City Engineer. Exercises direct supervision over supervisory, professional, technical and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality
- Assist the Public Works Director/City Engineer in managing and directing the Public Works Department.
- Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures.
- Plan, organize and direct public works activities including parks and recreation, water, wastewater, fleet, airport, streets and solid waste.
- Develop and implement division work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Prepare division budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Establish long-range plans and goals, including strategic planning for the utility enterprise funds and issues dealing with environmental regulations.
- Maintain positive relationships with outside regulatory authorities and ensure City meets regulatory requirements.

- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Maintains harmony among workers and resolves grievances.
- Act for the Public Works Director/City Engineer in the Director's absence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Attends various meetings, training, etc.
- Maintains skills through continuing education and training.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles, practices and methods used in the operation, maintenance and construction of City infrastructure.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures, methods and computer equipment.
- Principles and practices of civil engineering as applied to the field of Municipal Public Works including environmental regulations.

**Ability to:**

- Organize, direct and implement a comprehensive public works program.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight 10 pounds or less.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Interpret and explain Department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion.
- Understand and follow both oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present staff reports at City Council meetings, commission meetings, and other public meetings.
- Attend City Council meetings and commission meetings when required.

#### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Four (4) years of increasingly responsible experience in a public works environment including two (2) years of management responsibility.
- Bachelor's degree from an accredited college or university in Civil Engineering, or related field.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

11/19