

DEPUTY PUBLIC WORKS DIRECTOR/FIELD SERVICES MANAGER

DEFINITION

Under administrative direction, plans, organizes, and direct the City's field services which may include solid waste collection and recycling, maintenance of street, sewer, storm drainage system, water production and distribution, traffic signal systems, wastewater treatment plant, environmental laboratory, and fleet operations; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those which are non-essential job functions for this class.

1. Directs the maintenance and construction activities of the City's public works, the collection and recycling of refuse, and the maintenance of the City vehicles and equipment through subordinate supervisors.
2. Evaluates work methods and operations; plans and schedules divisional activity; prepares estimates and monitors costs of maintenance programs; directs occupational hazard and safety program.
3. Evaluates divisional policies, procedures, and services to determine effectiveness; installs changes to increase effectiveness and productivity and to meet division objectives; monitors costs accounting system to ensure integrity of data.
4. Evaluates service and equipment needs with available service vendors/products; writes of reviews bid specifications; monitors contractor/equipment performance; inspects work in progress to ensure compliance of City specifications.
5. Provides staff assistance to the Public Works Director in conducting presenting administrative studies; prepares field services division budget and assists in preparing and monitoring the department's annual budget that includes general and enterprise funds; prepares and recommends funding sources for long range capital improvement plans; prepares and presents reports on a variety of disciplines verbally and in writing.
6. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by the Public Works Director; investigates and reports on matters related to claims made against the City; directs and monitors regulatory compliance and reporting for field service operations.
7. If designated by the Public Works Director, represents the City at, and may serve on, various local, State, and Federal regulatory boards and agencies for the City's

- water system, sewage collection and treatment systems and collection and recycling of the City's solid waste.
8. Serves as a member of the City's management team; if designated by the Public Works Director, serves on the management team for meet and confer sessions; may participate in administrative studies in areas outside the scope of regular duties; may be assigned additional professional and/or managerial duties and responsibilities as necessary.
 9. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business administration or related field and five years of administrative experience in municipal public works or similar operations including three years of supervisory experience or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles, practices and techniques of public works administration, laboratory, sewer, street, water production/equipment maintenance and refuse/wastewater disposal; cost accounting, work method evaluation and modification techniques; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques.

Ability to:

Manage the work of others engaged in diverse maintenance activities and refuse disposal through subordinate supervisors; plan, organize and direct public works activities; devise work production goals and evaluate work unit performance against such goals; prepare analytical reports; analyze unusual situation and resolve through application City policy; develop comprehensive plans to satisfy future needs of department service; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and single pieces of paper and other reference materials; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials; Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Computer is used on a daily basis. Travel throughout the City may be required.