ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION
Under direction of the Public Works Director serves as Assistant City Engineer to manage complex engineering work including the planning, design, construction and administration of public works projects; performs specialized engineering work in the analysis, design and construction of public works; and performs related work as required

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Develops and implements goals, policies, and procedures to meet the City's long-term and short-term planning objectives. Analyzes complex problems affecting the City and develops and implements appropriate options;
- Manages and coordinates city engineering operations and engineering-related activities to ensure efficient and cost effective services with other City departments, agencies and contract services.
- Approves final design review of plans and maps, and administers special districts and right of way acquisition associated with capital improvement project.
- Researches, reviews, and prepares correspondence, documents, plans, and reports, and recommends approval of a wide variety of engineering documents for Council or Commission reports.
- Represents the City to the general public, organizations, other government entities, and public agencies.
- Reviews and approves all improvement plans to subdivision maps, bond exonerations, certificates of compliance, lot line adjustments and lot mergers, accepts easements and other land dedications to the City.
- Maintains current knowledge of engineering theory and practice, engineering administration and construction, real estate principles, public works design and development, budget and contract principles, and applicable laws, statutes, codes, and ordinances.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of operational characteristics, services and activities of Public Works including traffic, waterworks, sanitation, maintenance and source control function; Principles and practices of engineering and/or utility operations, Office procedures, methods, and equipment including computers and applicable software applications. Principles and practices of municipal budget preparation and administration.
- Skilled in implementation of the development and administration of department goals, objectives and procedures, preparing and administering large and complex budgets. Preparing clear and concise administrative and financial reports. Analyzing problems identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Researching, analyzing and evaluating new service delivery methods and techniques; and Interpreting and applying federal, state and local policies, laws and regulations.
- Ability to perform essential duties with limited supervision and establish and maintain effective working relationships with those contacted in the course of work;
- Proficient in the use of a personal computer and other electronic devices to include MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS
Must be registered as a Professional Engineer in the State of California AND seven years experience performing and managing progressively complex civil Engineering designs and projects to include three (3) years supervising other engineers and staff. Must have and maintain a valid CA Driver’s License.