



Public Works Deputy Director

Department:	Public Works	Revised Date: 8/28/12	August 2012
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GENERAL PURPOSE: Under the general direction of the Public Works Director, plans, manages, and oversees the activities and operations of the Streets, Stormwater, and Utilities Divisions of Public Works. Assists the Public Works Director with the direction and management of the Public Works Department through; effective planning, staff management and resource allocation; assures; the development and completion of capital improvement projects, the implementation of employee and job site safety, staff development, and compliance with State and Federal regulations, and Town policies and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Assistant/Acting Director; assists with the direction and management of the Public Works Department and assumes responsibility for the department as the Acting Public Works Director in the event of the Director's absence.
- Operations management; plans, coordinates, manages and oversees the activities and operations for assigned areas within the Public Works Department including; streets, stormwater, traffic control, and utilities; develops and manages maintenance and construction projects, bid procedures, proposals, and the contract award and administration process.
- Budget development and administration; participates in the development, administration, and oversight of department and division budgets.
- Assure regulatory compliance; ability to interpret and explain Federal, State, and local laws, rules, codes, and regulations pertaining to Public Works operations and facilities; develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, and goals.
- Department representative; Represents the department and the Town as assigned on regional and local boards, committees, and at meetings. Serves as the liaison for the department to other Town departments, elected officials, and outside agencies to coordinate strategies and integrate services.
- Plan and document review and approval; reviews technical documents for accuracy, completeness, and compliance with standards and practices; including contracts, agreements, plans and reports.
- Management and development of staff; implementation of goals, objectives, priorities, training, and policies for assigned staff; assigns tasks and projects; monitors work, develops staff skills, evaluates performance and recommends personnel actions per Town policy; meets regularly with assigned staff to discuss and resolve workload and technical issues.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

Directly supervises division managers and support staff as assigned, with the responsibility and authority to act as the Public Works Director in the event of the Director's absence.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering, Architecture, Construction Management, or related field and seven year's of progressively responsible work experience in public works and/or utilities, preferably in the public sector; with at least five years of experience at a management or supervisory level.

Required Licenses or Certifications:

Incumbent must possess a valid State of Arizona Driver's license.

Required Knowledge of:

- Federal, State, and local laws and regulations governing; the construction, maintenance and operation of municipal public works and utility infrastructure; procurement and bid procedures, contracting, grant funding, and municipal government; safety and labor.
- Principles, practices, and standards associated with the design, engineering, construction, operation, traffic control, project management and maintenance of public works facilities.
- Methods, materials and equipment used in public works construction, operation, and maintenance.
- Principles and practices of personnel management and supervision, employee training, evaluation, promotion, and discipline.
- Principles and practices of public administration, including cost accounting, budgeting, purchasing and the maintenance of public records.
- Use a personal computer, engineering applications, data, and project management software.
- Principles, practices and procedures of transportation and mass transit planning.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and Federal and state regulations and procedures.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing and evaluating technical engineering data and construction documentation.
- Interpreting technical instructions and analyzing complex variables.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Assessing Town needs and developing and promoting effective solutions.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, and outdoors at Public Works job sites.