

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Public Works Director – Public Services Division	Job Family: 3
General Classification: Management	Job Grade: 49

Definition: Manage the Public Services Division of the Public Works Department. Responsibilities include managing division’s staff and operations as well as assisting the Public Works Director in the planning, organization, and review of utilities, engineering and environmental compliance, streets and landfill maintenance, and associated administrative services.

Distinguishing Characteristics: The Assistant Director assumes responsibility for a major division and performs general administrative tasks for the Director. Receives general direction from the Public Works Director. Exercises direct supervision over professional, supervisory, technical, and clerical staff.

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

1. Manage and direct the Public Services Division.
2. Assist in developing department and division goals and objectives; assist in the implementation of policies and procedures.
3. Ensure that Public Services programs perform effectively by establishing goals, objectives, and policy guidelines, and by reviewing performance of sections and contractors.
4. Manage, direct, and organize personnel, facilities, and other resources of division to achieve an acceptable level of service.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee separations; evaluate staff.
6. Ensure fiscal soundness of the division by working with the Director to develop, justify, and administer division’s capital and operating budgets, including analyzing expenses and establishing rates and fees to cover costs of the enterprises, where applicable.

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7. Analyze, plan, and implement improvements in performance of division operations, including labor pooling, work scheduling, work analysis, equipment utilization, contracting, new technologies, and innovative financing.
8. Represent the Public Works Department – Public Services Division in meetings and on committees.
9. Communicate key developments related to the division to Public Works Director and/or other managers, as appropriate.
10. Manage large and complex projects by coordinating work with other City departments as well as other organizations and agencies.
11. In cooperation with the Public Works Director, assist in the strategic planning, coordination, and implementation of overall division and departmental policy and administration.
12. Negotiate contracts assuring compliance with City policies and sound management practices.
13. Assume the role of Public Works Director in his/her absence, as appropriate.
14. Provide leadership.
15. Oversee department's occupational safety and health program and assure compliance with associated laws and regulations.
16. Assure division activities comply with pertinent Federal, State, and local environmental rules and regulations.
17. Establish and maintain a cooperative, collaborative relationship with employee labor organizations.
18. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.
19. Ensure division programs utilize Best Management Practices and current technology.
20. Develop training programs for division functions to ensure up-to-date skills and services.

21. Research and prepare technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
22. Communicate orally with customers, clients, or the public in a face-to-face, one-on-one setting, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice, and explanations.
23. Make prompt and effective decisions in both routine and emergency situations.
24. Attend evening meetings and/or work various shifts, including nights, weekends, and holidays.
25. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Current principles, methods, practices, and issues related to operation and maintenance of City services including streets, landfill, water, wastewater, and utilities; principles and practices of establishing sound preventative maintenance programs; principles and practices necessary to ensure loss prevention and employee safety; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State, and local laws and practices related to public services operations; municipal budgeting procedures and techniques; principles and practices of organizational development; principles and practices of supervision, training, and personnel management; principles of business correspondence and report writing; modern office procedures, methods, computer equipment, and software.

Ability to: Develop and implement public programs, projects, and procedures; communicate clearly and concisely, both orally and in writing; plan, organize, and direct public services operations; interpret and explain policies and procedures; select, train, supervise, and evaluate departmental staff; coordinate and represent operations, programs, and policies to Council, commissions, management, staff, business, and the community; develop, prepare, and administer a budget; establish and maintain collaborative, effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree in engineering, public administration, or a related field and five years of increasingly responsible experience in the management of operations and maintenance functions, three years of which must have been at a supervisory or management level. Completion of a master's degree in engineering, business administration, or a related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License; possession of a Grade 1 or higher Water Treatment Operator Certification, Grade 1 or higher Water Distribution Operator Certification, or Grade 1 or higher Wastewater Treatment Plant Certification (all issued by the State Water Resources Control Board), and a Grade 1 or higher Collection System Maintenance (wastewater) Certification issued by the California Water Environment Association (CWEA) is highly desirable.

Established: September 1998

Revised: January 2017

HRD/CLASS SPECS

Assistant Public Works Director – Public Services Division