



## ASSISTANT DIRECTOR OF PUBLIC SERVICES

DEPARTMENT: PUBLIC SERVICES  
GRADE 53

### CHARACTERISTICS OF THE CLASS:

Under the general direction of the Director of Public Services, assists in planning, organizing and directing the activities of the Utilities Division and the Public Works and Facilities Division. The incumbent assists in supervising, managing and directing employees, including purchasing, Central Stores, warehouse functions, streets and rights-of-ways, facility maintenance and management, plumbing, carpentry, electrical, air conditioning, landscaping, collection and distribution of the City's water resources, treatment and disposal of wastewater and the installation and maintenance of related water and wastewater equipment and facilities. Work is reviewed through conferences and written reports for results obtained.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists in administration, direction and supervision of the activities of all public Works activities, including: facility maintenance and management, streets and right-of-ways, purchasing and central stores and construction services.
2. Aids in the development and institution of departmental operating procedures and policies to enhance services provided by the department; helps in coordination of the activities of the department with municipal programs; assists in developing and monitoring of short and long range goals and programs; helps to assess public needs.
3. Assists in development, review and approval of plans; aids in preparation of maintenance specifications and cost estimates; schedules, directs and reviews the work in the maintenance, construction and repair of municipal streets, grounds, facilities, other City property and related equipment and vehicles.
4. Assists in preparing department budget; controls expenditures; recommends staffing levels, purchases of major items and equipment; advises the Director on overall needs and department operations; reviews and administers personnel actions.
5. Recommends hiring staff development, evaluation and supervision of department personnel; aids in prioritizing departmental capital projects and special activities.
6. Acts as technical advisor and works in close cooperation with department director and may assist advisory boards.
7. Assists in administering contracts for the City garage, grounds maintenance, and road construction.
8. Conducts research and special studies for departmental needs, prepares reports, and presents findings and recommendations.
9. Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Services.

10. Assists in development and helps manage Utilities resources; assists in short and long range planning and preparation to ensure reliable, continual and quality service.
11. Helps to administer the City's Utility Services programs; assists in planning, scheduling and coordination of divisional activities; assists in developing policies, procedures and priorities to meet established goals; performs employee evaluations; initiates training programs.
12. Aids in guiding and directing the activities of the municipal Water and Wastewater systems; promotes environmentally sound and economically efficient water supply, treatment and distribution, as well as wastewater collection treatment and disposal.
13. Maintains correspondence with consulting engineers, regulatory agencies, landowners, developers and customers; responds to customer inquiries and complaints.
14. Assists in developing, directing and monitoring operating and capital funds; helps develop and maintain accounts and accounting systems to provide for appropriate management information; prepares various financial reports; aid in cost/revenue analyses to recommend rate structure revisions; assists in preparing departmental budget.
15. Assists and oversees billing and collection functions; defines and initiates systems and procedures for customer service activities, billing and collection for services provided and termination of service.

**NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

#### **REQUIREMENTS:**

##### **A. Training and Experience:**

Bachelors Degree from an accredited college or university in Environmental Science, Engineering, Construction, or closely related field; supplemented by five (5) years thorough experience in the operation and planning of water, wastewater facilities OR five (5) years of progressively responsible experience in a public works organization including considerable high level supervisory and administrative experience OR an equivalent combination of training and experience.

##### **B. Knowledge, Abilities, and Skills:**

Knowledge of professional public works engineering as applied to the design and construction of streets, and public facilities.

Knowledge of the principles, practices, techniques, and equipment used in modern public works projects' administration.

Knowledge of the laws and regulations applicable to the construction and maintenance methods, materials, and equipment used in municipal public works.

Knowledge of the principles and practices of organization and management, budgeting and funds control, and personnel management, administration and governmental purchasing.

Knowledge of methods for utility installations and right-of-way regulations for all types of utilities, both underground and overhead.

Knowledge of construction/labor methods, particularly in maintenance activities such as grading, drainage, landscaping, paving, building and cleaning.

Knowledge of the principles and practices of engineering as applied to utilities, wastewater, water and engineering support services.

Knowledge of utilities and public works design construction and maintenance methods, materials and equipment.

Knowledge of current construction costs for the preparation of estimates.

Knowledge of environmental laws regulating utilities, wastewater and water departments.

Ability to write and present reports in a clear and concise manner.

Ability to establish and maintain effective working relationships with City officials, fellow employees, subordinates, public agencies, contractors, developers, and the general public.

Skills in negotiating with officials, regulators and other relevant parties.

Ability to read, understand, and review site plans to determine compliance with drainage, utility, and other requirements.

Ability to plan, prepare specifications, and supervise maintenance of a wide range of municipal facilities and improvements.

Ability to prepare written reports and make presentations advising the City Manager and other City officials on proposed and ongoing projects.

Ability to plan, organize, and coordinate public works functions.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to communicate effectively, orally and in writing.

**C. Physical Requirements: 4, 2**

**D. Environmental Requirements: 2**

**E. Sensory Requirements: 3, 6, 8, 9**