

CITY OF EMERYVILLE/MESA

Created: June 2016
TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS
FLSA: EXEMPT
Class Code: 1081

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, executes operational decision making in the direction and management of public works operations and facilities; plans, organizes, directs and manages the maintenance, repair and alteration of City-owned and leased building structures; manages the maintenance of City parks, marina, landscaping, streets, street lights, traffic signals, stormdrains, sanitary sewer systems, and street sweeping; administers capital improvement projects for City facilities including responsibility for project budgets and managing consultant contracts; coordinates operation with City departments and outside agencies while ensuring compliance with all applicable regulatory operational, procedural and budget guidelines; may oversee solid waste and environmental programs; supervises subordinate maintenance division supervisors; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Exercises supervision over professional, technical and support staff as assigned. Receives general administrative direction from the Public Works Director.

CLASS CHARACTERISTICS

This is a management level classification with responsibility for the administration of complex projects. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures of the Public Works Department. This classification is distinguished from the Public Works Director, which is responsible for policy oversight of the Public Works Department including the Capital Improvement Program.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.

- Directs, plans, organizes, coordinates, administers and manages public works operations, including the facilities, landscaping, drainage, and street maintenance activity.
- Oversees routine maintenance contracts for street sweeping, on-call sanitary sewer cleaning, landscape maintenance, tree trimming, traffic signal and street light maintenance, HVAC maintenance, emergency generator maintenance, facilities maintenance, janitorial service, elevator maintenance, facilities security alarms, sewer and storm drain repair and any additional contracts as needed.

- Administers and assists in the preparation of the department budget; and identifies funding sources for public works projects, staffing, equipment, materials and supplies.
- Manages the construction or acts as owner's representative on multiple capital improvements to existing and new city facilities.
- Prepares and maintains written records and correspondence; integrates new program activities into preventive maintenance schedules.
- Oversees and manages multiple programs related to the preservation of City investment in buildings and structures, including building maintenance and custodial services.
- Coordinates with the outside facilities maintenance contractors to prioritize, schedule and monitor work orders and other preventive maintenance activities to provide optimum maintenance service within the prescribed budget.
- Plans and monitors a comprehensive computerized maintenance management system (CMMS) for multi-year building maintenance, building component replacement programs, and for all Public Works Maintenance activities, and prepares reports for maintenance management system.
- Develops and administers policies, resources, and customer relations to resolve building user complaints regarding lighting, temperature, noise, cleanliness, insect and rodent intrusion, air quality, alarm, and security systems.
- Manages multiple outside consulting architects preparing plans and specifications for capital improvements to existing and new city facilities.
- Manages facilities maintenance and construction activities, including planning, estimation, scheduling, inspection and monitoring work being performed.
- Manages the selection, supervision, work evaluation, and disciplinary action of staff and provides for their training and development.
- Responds to citizen complaints or inquiries using an internet based social media reporting system.
- Prepares written reports; makes presentations to the City Council, City Manager, boards and community organizations.
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- Prepares requests for proposals for the selection of consulting architects, construction managers, outside facility maintenance, infrastructure repairs, and janitorial contractors.
- Develops work plans to mitigate safety hazards and maintenance needs
- Develops and implements management systems, procedures and standards for program evaluation.
- Interprets and applies City personnel rules and labor agreements.
- Recommends appointment of personnel and conducts performance evaluations; recommends disciplinary action within the applicable rules, procedures and practices.
- Manages the Operations functions of the Construction and Engineering Branch of the Incident Command System (ICS) during public emergencies.

QUALIFICATIONS

Knowledge of:

- Public Works planning, design and administration, including traffic control management Contemporary management and organization principles and practices
- Budgetary methods, procedures and techniques.

- Building, grounds and facilities repair, renovation and construction techniques.
- Maintenance of streets, sewers, stormdrains, landscaping, street lighting, and related public infrastructure.
- Effective written and verbal communication principles.
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline
- Computer and software applications, including GIS-based maintenance management software.
- Financial management and resource allocation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service
- Safety regulations, safe work practices and safety equipment related to the work
- Effective techniques and methods to promote mentoring and teamwork;
- Current materials, methods, tools and equipment used in the building trades, including carpentry, electrical, painting, plumbing and HVAC.
- ADA, Cal/OSHA and other applicable Federal, State and local laws, rules and regulations related to facility management and ADA compliance.
- Stormwater regulations and their impacts on the maintenance of streets and storm drain facilities
- Regulations impacting the operations of sanitary sewer collection systems, requirements for dealing with sanitary sewer overflows, and development and maintenance of sewer system management plans (SSMP's)
- Bay Friendly Landscaping practices, Environmental programs including solid waste, recycling, bicycle/pedestrian, energy savings, stormwater pollution control and climate action planning.

Ability to

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Supervise, train, evaluate, and mentor staff.
- Formulate and present policy recommendations
- Oversee and develop of engineering designs and plans
- Organize, manage and implement comprehensive facility, parks, streets and sewers maintenance program.
- Read and interpret architectural drawings and specifications for new or renovated facilities.
- Communicate clearly and concisely, both orally and in writing.
- Analyze property management and maintenance problems, evaluate alternative solutions and recommend or adapt effective courses of action; exercise sound independent judgment within general policy guidelines.
- Apply and analyze applicable Federal, State and local laws, rules and regulations, including ADA and Cal/OSHA requirements.
- Operate modern office equipment and computers to prepare reports, spreadsheets, and databases using general purpose software as well as other specialized software applications and programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Plan, develop, organize, and administer a comprehensive multi-year computerized building maintenance program including preventive maintenance

- Make presentations to the City Council, the City Manager, and community groups;
- Work effectively within the policies established by the City Council, City Manager and Public Works Director.
- Prepare and administer a budget.
- Establish and maintain positive and effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelor's degree from accredited college or university with major course work in engineering, construction management, business administration, public administration or closely related field.

Five years increasingly responsible experience in municipal public works with emphasis in building maintenance, facility management, construction management, public works maintenance, or related activity, including at least two years at a managerial level.

Licenses and Certifications: Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment. A satisfactory driving record is a condition of initial and continued employment. Registration as a Civil Engineer in the State of California is highly desirable.

The City may determine at the time of vacancy if registration as a Professional Civil Engineer in the State of California is required.

SPECIAL REQUIREMENTS

Must be able to attend evening meetings and make site visits, as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours. Must be able to drive to various sites and conduct field inspections, which may require walking on a variety of surfaces and varying terrain.