

CITY OF LOS BANOS

Job Description

POSITION TITLE	ASSISTANT PUBLIC WORKS DIRECTOR
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

Under the general direction from the Public Works Director, to plan, organize, and coordinate the City's engineering, planning, design, geological investigation, construction, and inspection function; to ensure that all proposed water facilities meet District needs and/or standards; to develop and manage all aspects of planning documents related to Public Works; to perform administrative, operational, and management analyses; to develop internal data collection systems for tracking and analyzing data; to supervise engineering and technical support staff; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Public Works Director/City Engineer. Exercises direct supervision over supervisory, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Reliable and dependable attendance and punctuality.
- Develop goals and objectives, organize, direct, advise and assist the activities of the Engineering Division, including the preparation of plans and specifications, engineering design, drafting, surveying, reduction of survey notes, public works inspections, public works engineering office activities and field engineering. Make policy recommendations on City standards, and codes, regarding traffic, infrastructure and public works activities.
- Assume management responsibility for assigned engineering activities and operations of the Division including conducting traffic engineering and transportation planning studies, preparing traffic control plans, and making sound recommendations for improved traffic control services
- Administers construction contract activities and construction operations
- Manages and delegates design work through consulting engineering firms, which includes the preparation of design data and official cost estimates
- Implements long range and immediate plans and objectives of the City, and

formulates into specific capital improvement plans

- Maintains City-wide capital improvement plan schedule; evaluates plans to ensure they are meeting planned scope of work, schedule and budget; performs field reviews of project activities.
- Participates in conferences and discussions with various field representatives for the purpose of reviewing potential problem areas
- Provides engineering expertise, guidance and planning for the City's construction program; provides technical and professional guidance to all assigned personnel
- Prepares revisions to plans, reports, and specifications for approval by the Public Works Director/City Engineer.
- Ensures operational and administrative completion before transferring projects from construction phase to operation and maintenance status
- Attends various meetings and coordinates with other City departments and various local, state, and federal agencies regarding implementation and explanation of new programs, problem resolution, and explanation of policies and objectives of the City
- Provides recommendations for the development of revenue programs which recover the City's cost of providing engineering services
- Perform preliminary engineering review and consultation on various public and private projects with various developers and designers and project engineers, review maps, plans, specifications and projects for compliance with sound engineering practice and existing laws, and review initial studies and environmental impact reports for adequate mitigation of infrastructure impacts
- Negotiates, in conjunction with other City management, all developer agreements and reimbursement agreements, in order to provide for the orderly and equitable administration of developer contributed assets
- Develops and implements City standards and procedures for engineering related functions; maintains City's construction records
- Prepare and present comprehensive technical reports and economic analysis, including the comprehensive Fee Schedule analysis and comparison studies, estimates for operational and capital budgets, manpower projections and traffic safety and engineering analyses. Compile annual Public Works Department fee schedule and listings of fees to build, plan and schedule long-range engineering, planning programs and environmental impact reports
- Prepare city policies and guidelines for engineering activities including the installation of traffic control devices, traffic calming policy, pavement markings, street lighting, and various studies to meet the operational needs of the City
- Select, train, motivate, and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; prepare performance evaluations, professional development plans, and performance improvement plans.
- Manages the City's construction inspection services which include the collection of fees
- Oversees inspection work orders and proper receipt of assets; monitors development activities as necessary to ensure that easements, land and other assets are transferred into the City's name
- Plans, organizes, coordinates, directs, and/or conducts administrative and

- management studies relating to the City's Public Works Assets and Services
- Coordinates planning, analysis, and development of special projects and studies related to Public Works Assets and Utilities
- Works closely with the Operations to optimize designs that enhance the City's ability to reduce operating and construction costs while maintaining flexibility and reliability
- Coordinates and collaborates with other functional departments to ensure that the Public Works Department goals and objectives are properly aligned with those of the City
- Develop and implement division work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures
- Prepare division budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
- Maintains skills through continuing education and training
- Act for the Public Works Director/City Engineer in the Director's absence
- Perform other related duties as assigned.

Knowledge of:

- Principles, practices and methods used in the operation, maintenance and construction of City infrastructure.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures, methods and computer equipment.
- Principles and practices of civil engineering as applied to the field of Municipal Public Works including environmental regulations.

Ability to:

- Organize, direct and implement a comprehensive public works program.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight 10 pounds of or less.
- Prepare and administer a budget.

- Supervise, train and evaluate personnel.
- Interpret and explain Department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and present staff reports at City Council meetings, commission meetings, and other public meetings.
- Attend City Council meetings and commission meetings when required.

MINIMUM QUALIFICATIONS

- Possession of a valid California Class C driver license.
- Minimum of four (4) years of increasingly responsible experience in a public works environment including two (2) years of management responsibility.
- Bachelor's degree from an accredited college or university in Civil Engineering, or a closely related field.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

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