

CITY OF HEMET

Class Code: 2206
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Date Adopted: 06/22/2004
Date Last Revised: New Class

DEPUTY PUBLIC WORKS DIRECTOR - OPERATIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction of the Public Works Director, plans, manages, supervises, and coordinates the maintenance operations of multiple programs including, but not limited to, Streets, Parks, Equipment Maintenance, Facilities Maintenance, Water, Sewer, Refuse, Street Sweeping, Tree Trimming, Storm Drain Maintenance, and The Clean City Youth Work Program; coordinates assigned activities with other City departments and outside agencies; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Public Works Director of Operations is a key member of the City's management team and provides highly responsible and complex administrative support to the Public Works Director. The incumbent has responsibility for assisting in developing and monitoring a budget for various Public Works divisions and works directly with City Council, boards and commissions, and all other City departments.

EXAMPLES OF DUTIES

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

Manages the City's Public Works maintenance operations services, activities and contractors.

Assists the Director with the preparation of the budget for the Department; monitors and approves expenditures; implements adjustments.

Selects, trains and evaluates personnel; implements discipline procedures.

Responds to public inquiries relative to maintenance services.

Implements Maintenance of rights-of-way, parks and landscaped areas.

Prepares specifications for contract work for maintenance operations.

Prepares specifications for the purchase of new vehicles and equipment.

Coordinates with other City management staff to meet the overall goals and objectives of the City.

Ensures compliance with appropriate laws and regulations.

Prepares City Council Staff Reports and makes presentations to boards, commissions and City Council.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include a bachelors degree in Public Administration, Business Administration, or a closely related field and six years of supervision experience In Public Works.

Licenses/Certificates/Special Requirements

Possession of, or ability to obtain, a valid Class C California Driver's License and a satisfactory driving record.

KNOWLEDGE/ABILITIES

Knowledge of:

Principles and practices of Public Works construction and inspection; program administration and maintenance; municipal budget preparation and administration; supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations. Materials, equipment and tools needed for program implementation. Personnel administration, rules, laws. Safety practices and rules for all phases of operation.

Ability to:

Manage, direct and coordinate the work of subordinate staff.
Effectively deal with the public.
Set work production goals and evaluate work unit performance.
Communicate effectively, verbally and in writing.