

CITY OF FONTANA DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION: To perform responsible work in planning, organizing, coordinating and direction of services to assigned divisions and functions for Public Works within the Public Works & Engineering Department; to assist in budget development and control for assigned functions, and to perform related duties, oversight, and responsibilities as required. This is a position collaborating, assisting, and serving the Director to accomplish the Department's goals and objectives.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Director of Public Works/City Engineer and exercises direction supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices:

- Collaborates with the Director and assists in the strategic planning, organization and direction of activities of assigned divisions within Public Works.
- Assists the Director in the development and administration of the annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and makes adjustments.
- Assists the Director and division managers and supervisors in the selection, training, evaluation and recommended discipline of personnel.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division and departmental policy, appropriate service and staffing levels.
- Meets with staff as directed to identify and resolve problems.
- Assists the Director in planning, organizing, and directing the Department in the fiscal and administrative activities of the assigned divisions of the Public Works Department.
- Assists the Director in planning, organization and direction of the Department in construction, maintenance and repair of County-owned and operated facilities.
- Reviews and analyzes policies, procedures, organization, services, finances and other support activities; recommends policy statements and directives for the Director's approval; prepares comprehensive reports.
- Prepares agenda items and makes public presentation.
- Respond to difficult citizen inquiries and complaints.
- Represent the city at a variety of meetings.
- Supervise and participate in the preparation and administration of the department's budget.

- Acts as the Acting Director in the absence of the Director.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Effectively communicate, both verbally and in writing, with a variety of audiences.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching; the ability to push, pull, drag and/or lift up to 50 pounds and occasionally up to 100 pounds. This position works in extreme outside weather conditions such as high winds, temperatures, rain, and on slippery and uneven surfaces. The employee may be exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals, mechanical/electrical hazards, and loud noise levels. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing customer service to the public via phone.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Organizational and management practices as applied to analysis and evaluation of department programs, policies, procedures, organizational structure, and operational needs.
- Principles of project planning, development, coordination, and direction for operations functions and services.
- Principles and practices of municipal budget preparation, monitoring, and administration.
- Principles, practices, equipment, and methods used in public works maintenance, construction, and operations work.
- Federal, state, and local laws specifications, rules, and regulations relating to the functions and operations of the department.
- General knowledge of principles and practices of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of major departmental programs, including organizing, budgeting, staff development, and supervision.
- Principles, practices, methods and techniques of public administration and management; federal, state, local laws specifications, and rules and regulations relating to construction and maintenance of public works facilities.

- Principles and practices utilized in the planning and construction of major capital improvement projects.
- Principles, practices, methods and techniques of public administration and management.
- Operations, plans, policies, procedures, rules, and regulations common to local government.
- Principles of providing functional direction and training.
- Principles and practices of budget development and administration.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Relevant tools, software, and/or technology used within the role.
- Understanding of organizational policies, procedures, and best practices.
- Principles and practices of excellent customer service.
- Safe work practices, OSHA regulations, and workplace health and safety procedures to ensure a safe working environment.
- Budgeting methodologies.

The incumbent must have the ability to:

- Interpret and apply various state statutes, ordinances, and codes that pertain to public work functions to ensure that activities are carried out in accordance with the law.
- Direct, control, and evaluate a group of subordinates and maintain consistency with program objectives and standards of the department.
- Initiate, plan, organize, evaluate, and coordinate work assignments with a minimum of direction and control.
- Plan, organize, and direct the budget, construction, and maintenance of public works projects.
- Interpret and apply pertinent laws, rules, and regulations.
- Prepare and enforce department procedures relating to personnel, training, budget, and organization.
- Evaluate departmental and divisional policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve operations.
- Understand and interpret to others the aims, concepts, principles, and practices of public works engineering and the operations.
- Communicate and interpret with personnel at all organizational levels.
- Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business interests.
- Plan, organize, and coordinate the work of assigned staff.
- Prepare management and incident reports and related correspondence.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.

- Oversee or implement programs and procedures pertaining to the Department of Public Works.
- Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, policies, and procedures.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Review engineering plans, specifications, and bid documents.
- Organize and maintain office, specialized, and sensitive files.
- Compose routine correspondence from brief instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand and follow both oral and written instructions accurately.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. identify issues, evaluate data, and implement effective solutions (problem solving).
- Manage multiple priorities and meet deadlines.
- Work collaboratively with others in a team environment.
- Perform tasks accurately and thoroughly, with a focus on quality.
- Supervise, motivate, and train team members effectively.
- Make sound decisions in a timely manner.
- Manage and resolve conflicts or disagreements constructively.

Experience: Seven (7) years of supervisory experience in public works or construction management, including at least three (3) years in a management position. Experience working in a government or public sector environment is preferred.

Education: Equivalent to a bachelor's degree from an accredited college or university with major in civil engineering, business or public administration, or closely related field. Additional years of relevant experience may substitute for education on a year-for-year basis.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.