

## CITY OF BRISBANE

### DEPUTY DIRECTOR OF PUBLIC WORKS

#### **Definition**

Under general supervision of the Public Works Director/City Engineer, the Deputy Director of Public Works performs high-level management, administrative and technical duties; supervises directly or through subordinate levels of supervision all work units of the department on a day-to-day basis; functions as department head in the absence of the department head. Under administrative direction, plans, directs and manages the engineering division in connection with engineering design, construction, inspection, parking and traffic operations of public works projects and the capital improvement program; may staff one or more citizen advisory committees; performs advanced professional engineering assignments on a wide range of municipal projects of a complex nature; serves as project manager on a variety of projects; and does related work as required.

#### **Class Characteristics**

This is an advanced-level engineering classification requiring professional registration that performs a wide variety of engineering duties that require exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This class is distinguished from all other engineering classes by its supervisory and administrative responsibilities over a wide range of duties as well as performing the more complex engineering and project management assignments. Assignments and projects may be long-term or may constitute a major portion of a continuous or comprehensive engineering or construction program.

#### **Examples of Duties** (Illustrative Only)

- Recommends and assists in development and implementation of departmental policies, goals, and objectives.
- Plans, directs, and coordinates work performed by all departmental divisions and work units, directly or through subordinate levels of supervision.
- Supervises, coordinates, and reviews all public works engineering activities, including engineering design, inspection, and survey; contract administration, and construction management for projects planned and approved by City Council.
- Supervises staff assigned, including scheduling, assigning, prioritizing, and reviewing work; training and evaluating staff; approving time off; and developing effective recommendations on all employee actions.
- Assigns work and exercises general supervision of office and field staff in order to effectively utilize their services and accomplish objectives.
- Oversees consultants and professionals hired by the City for the purposes of designing and completing public works construction projects and studies.
- Establishes criteria for design, construction, and inspection of public works projects.
- Oversees the inspection of public works construction by contractors for established plans and specifications.
- Supervises and participates in the development and administration of the department's capital and operating budgets; directs the forecast of additional funds needed for construction, staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Prepares work programs and special engineering studies.
- Reviews and prepares specifications and obtains bids for construction and maintenance projects; accepts or rejects such specifications and bids; verifies computations, plans, specifications, and estimates for public works facility's projects; reviews and signs engineering drawings and land record maps.
- Conducts negotiations on engineering matters and accepts or rejects change order requests related to contracts.
- Manages administrative matters; oversees preliminary budget and monitors monthly expenditures.
- Responds to questions from the general public including conducting correspondence and attending meetings.
- Develops record maintenance systems, procedures, and training necessary for maintaining effective liaison with other City departments.

- Serves as department head in the absence of the director, including attending and participating in City Council, community and board and commission meetings.
- Serves on City and inter-agency committees, including citizen advisory committees.
- Provides high-level staff support to various City Council subcommittees and appointed citizen committees.
- Performs related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles, methods, and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, sewers, traffic and construction projects.
- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities or building construction projects.
- Design principles, strengths of materials, principles of mechanical, electrical and structural engineering and surveying as they apply to the design of public works structures.
- Engineering and construction management methods.
- Technical, legal, financial, and public relations issues involved in the conduct of municipal public works programs.
- Modern developments, current literature, and sources of information on engineering laws and regulations.
- Applicable Federal, state, and local laws, legal issues and regulatory codes related to design and construction.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.

#### **Skill in:**

- Preparing engineering estimates, plans, drawings and specifications.
- Performing difficult engineering work in design and construction of public works facilities.
- Interpreting and accurately applying applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Understand and implement laws, regulations, policies and procedures.
- Preparing construction contracts and requests for proposal; administer contracts.
- Planning, organizing and supervising the work or engineering projects.
- Planning, supervising, directing, scheduling and evaluating the work of subordinate staff.
- Develop and implement improvements to systems, organization, and operations within the division.
- Take a proactive approach to customer service issues and hold others within the department responsible for this effort.
- Make process improvement changes to streamline procedures.
- Work in a safe manner following City safety practices and procedures in a variety of environments; model and coach others in correct City safety practices; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.
- Represent the City and the department effectively in contacts with representatives of other agencies and the public.
- Communicating clearly and concisely, both verbally and in writing; preparing clear and concise written reports.
- Applying computer programs related to the work, including presentation, project management, GIS, and data management applications, using a personal computer, the Internet and other engineering technological resources.
- Making effective oral presentations.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

**Education and Experience:**

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

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering or a closely related field. Master's Degree in Engineering, Public Administration or Business Administration is desirable.

**Experience:**

Five years of increasingly responsible professional civil engineering experience involving design, plan checking, project management and construction management. Municipal professional engineering and supervisory experience is highly desirable.

**License:**

Possession of a valid certificate of registration as a Civil Engineer issued by the State Department of Registration for Professional Engineers. Possession of or the ability to obtain a valid California Class C driver's license and have a satisfactory driving record. Such licenses and certifications shall be maintained during employment.

**Working Conditions:**

Work in a standard office environment with some exposure to outdoors, mechanical hazards, traffic, and electrical hazards. Travel to different sites and locations.

**Physical Demands:**

Sufficient mobility and physical flexibility to negotiate difficult project sites and construction terrain where crouching, bending, stooping, climbing and/or kneeling would be required. Vision to adequately and quickly review plans and specifications, read printed materials, and a computer screen. Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices. Physical stamina to work extended or irregular hours and attend lengthy meetings and attentively follow proceedings. Ability to maintain sustained posture in a seated position for prolonged periods of time. Hearing and speech to communicate in person and over the telephone. Ability to speak clearly and write clear and concise English.

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