

ASSISTANT DIRECTOR OF PUBLIC WORKS – MAINTENANCE**Definition:**

Under administrative direction of the Director of Public Works, the Assistant Director of Public Works - Maintenance is responsible for the City's maintenance service operations and programs including landscape, streets, building and facilities, sewer, water, equipment, and other functional areas of the Public Works Department as assigned. The incumbent leads maintenance professionals, including managers, supervisors, office and field technical staff; coordinates efforts of assigned areas among Public Works divisions and other City departments and serves as community or staff liaison on various commissions and committees. Work requires knowledge and understanding of City administrative policies and procedures. The Assistant Director of Public Works – Maintenance may serve as the acting Director of Public Works in the absence of the Director.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assumes full management responsibility for all divisions within the Public Works Department maintenance services operations and programs including staff, programs, services, operations, and activities; may serve in an acting capacity during the absence of the Director of Public Works.

Develops, directs, and coordinates the implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Manages the development and administration of the annual budget for maintenance services operations and programs; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director of Public Works.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

Responds to and directs the emergency response from Public Works operations to extreme weather events, earthquakes, and similar emergencies and disasters.

Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

Provides highly responsible and complex professional assistance to the Director of Public Works; assists with special projects as assigned.

Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, and other related services.

Directs the maintenance of working and official departmental files.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.

Ensures staff observe and comply with City and mandated safety rules, regulations, and protocols.

Operates a personal computer and uses applicable software.

Other Duties and Responsibilities:

Performs other duties as assigned.

Drives a vehicle on City business.

Class Characteristics:

The Assistant Director of Public Works - Maintenance oversees, directs, and participates in all activities of maintenance services operations within the Public Works Department including short- and long-term planning as well as development and administration of departmental policies, procedures, programs and services. This class provides assistance to the Director of Public Works in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of assigned areas with those of other departments and outside agencies and managing and overseeing the complex and varied functions of areas of responsibility. The incumbent is accountable for accomplishing planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

This class is distinguished from the Director of Public Works in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Principles and practices of strategic plan development.

Principles and practices of budget development and administration.

Principles and practices of contract administration and management.

General principles of risk management related to the functions of the assigned area.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

Methods, materials, equipment, and techniques employed in public works maintenance and construction projects.

Modern and complex principles, practices, methods, equipment, and materials involved in street maintenance, sewer maintenance, facility maintenance, street signs & traffic control device maintenance, park & landscape maintenance, potable water operations, streetlight & traffic signal maintenance, underground, wastewater treatment, and safety protocols.

Characteristics and uses of asphalt, concrete, and other paving materials.

Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Familiar with, and able to lead the implementation of asset management systems and track cost of work orders.

Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

City and mandated safety rules, regulations and protocols.

Negotiation and conflict resolution techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Develop and implement goals, objectives, practices, policies, procedures, strategic plans, and work standards.

Provide administrative, management, and professional leadership for the Department.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Interpret, apply, explain, and ensure compliance with federal, state, and local laws, regulations, policies, procedures, and standards relevant to work performed.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.

Be a self-starter and self-motivated; ability to perform with minimal supervision.

Proactively identify, communicate, and address operational, logistic, and personnel deficiencies.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

Coordinate a variety of skilled tasks in public works maintenance.

Read and interpret plans and specifications.

Estimate time, materials, and equipment needed to perform maintenance and repair work.

Coordinate and direct public works projects and programs.

Interpret and explain City programs policies and procedures.

Write grant applications and appropriately administer grant programs.

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Oversee and participate in the management of comprehensive public works administration.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Think clearly, logically, and rationally under pressure, adhere to multiple and/or critical deadlines and handle multiple projects.

Effectively represent the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

Independently organize work, set priorities, and follow-up on assignments.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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.

Handle job stress and maintain composure in public settings.
Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree in civil engineering, construction management, business or public administration or a related field from an accredited college

AND

Six (6) years of increasingly responsible professional civil engineering or public works infrastructure maintenance experience, including three (3) years in a management or supervisory capacity.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

The City of Fullerton's Conflict of Interest Code requires that this position file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. The incumbent stands, kneels, bends, crouches, twists and may grasp, lift, carry, push, pull and drag boxes of files and records weighing 50 pounds or less and, depending on area assigned, drive a vehicle on City business. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established September 2023