CITY OF OCEANSIDE

FEBRUARY 2008
JOB CODE: MGR41
UNIT: UMGMT

CLASS SPECIFICATION

DEPUTY DIRECTOR OF PUBLIC WORKS MAINTENANCE AND GENERAL SERVICES

DEFINITION

Under administrative direction, plans, organizes and manages the general service activities of the Public Works Department; supervises professional, technical and support staff through subordinate supervisors; and to do other work as required.

EXAMPLES OF DUTIES

Examples may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Assists in directing and coordinating multifunctional public works programs including Streets, Parks, Electrical, Parking Enforcement, Solid Waste, Flood Control, Facility Maintenance, and Fleet Management; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels; establishes short and long-range plans for the design, acquisition, construction and maintenance of public works projects; oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements adjustments; directs use of revenue and controls expenditures; reviews accounting and financial reports, staffing schedules, cost estimates and revenue projections; reviews, administers and evaluates contractual agreements for service equipment; negotiates and resolves sensitive and controversial issues; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Public Works programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence; selects, trains, evaluates and directs the work of subordinates; serves as the liaison for the Public Works Department to other divisions, departments, and outside agencies; represents the department to a variety of commissions, professional organizations, citizen groups and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of public works administration, management, and budget preparation and control;
- Modern and complex principles and practices of project management and coordination;
- Local ordinances, State codes and Federal laws regulating Public Works funding, programs, facilities and professionals; and
- Principles and practices of effective supervision, training, and performance evaluation.
- Occupational safety and safe work practices

Ability to:

- Manage the activities and personnel of the Public Works Department;
- Plan, prepare and implement long-range plans for the Public Works Department;
- Analyze problems and effectively develop plans, procedures and policies;
- Establish and maintain effective working relations with other City officials, State and Federal authorities, civic leaders, public groups and organizations, and the general public;
- Direct departmental training programs and instructional procedures;
- Prepare comprehensive reports, plans and estimates;
- Develop and plan a departmental budget and work program; and
- Establish and maintain good relations with other administrative and elected officials.

License:

- Possession of a valid Class C California Driver's License.

Experience and Training Guidelines

Experience: A minimum of five years of increasingly responsible supervisory experience in a variety of cross-functional public works programs in the public and/or private sector, that demonstrates the ability to successfully perform the duties of the position. Examples of qualifying experience include but are not limited to facility maintenance, fleet maintenance, property management, streets, parks, electrical, parking enforcement, solid waste, and flood control.

Training: A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Civil Engineering or Urban Planning, or a closely related field. A Master's degree is highly desirable.

WORKING CONDITIONS

Environmental Conditions: The primary working condition is an office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading reports and contracts.