

**CITY OF FONTANA
DEPUTY DIRECTOR OF PUBLIC WORKS**

DEFINITION: Under direction, assists in planning, directing and reviewing the activities of the Public Works Department including street and sewer maintenance services, facility construction and maintenance, and some technical and professional landscape duties; assists in the coordination of assigned activities with other City departments and outside agencies; and assists in the provision of highly responsible administrative support to the Public Works Director. Additionally, acts as backup for the Public Works Director.

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

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the planning, development and implementation of departmental goals and objectives; recommend and administer policies and procedures.
- Assist in the preparation and supervision of the City's long-range public Works infrastructure plans and programs.
- Assist in directing the preparation of agenda items for the City Council and other committees, commissions and boards involved in Public Works planning activities.
- Be prepared to attend City Council meetings as the Department's staff representative.
- Assist in the coordination of Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Public Works Director and City Council; prepare and present staff reports and other necessary correspondence.
- Assist in the department direction and oversight and participates in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Public Works Department budget; assist in directing the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; assist in the implementation of mid-year adjustments.
- Assist in the selection, training, motivation and evaluation of assigned personnel; provide or assists in the coordination of staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Assist in the development and review of staff reports related to capital improvements, and other public works matters; present reports to a variety of commissions, committees, boards and the City Council.
- Assist in directing the evaluation, selection, and administration of outside consulting contracts for Public Works related services; evaluate and prepare recommendations regarding the retention of those consultants.

- Provide complex technical and administrative support to the Public Works Director and City Council on Public Works related matters; direct special projects and research as assigned or as necessary.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise community associations and Public Works policies and matters.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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

WORKING CONDITIONS: In the performance of daily activities, this position is requires frequent walking and standing; sitting for extended periods of time; normal manual dexterity and hand/eye coordination; corrected vision to normal range; written, verbal and oral communication; use of modern office equipment to include computers, copiers, telephones, calculators, and facsimiles; frequent contact with other staff and the public.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The candidate must have knowledge of:

- Modern and complex principles and practices of Public Works program administration.
- Federal, State and local laws, codes and regulations relative to assigned areas of responsibility.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

In addition to the above, the candidate must have the ability to:

- Administer a variety of Public Works projects and programs.
- Develop procedures for implementing and evaluating providers of contracted services.
- Understand principles and practices of design, construction and maintenance of Public Works Programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify, coordinate and resolve a wide variety of interests in the development of public works projects and planning.
- Identify and respond to the public's and City Council issues and concerns.
- Gain the confidence and cooperation of others through discussion and persuasion.
- Prepare and administer a budget.
- Interpret and apply City policies, procedures, laws and regulations.
- Select, supervise, train and evaluate assigned staff.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE: Eight (8) years of increasingly responsible Public Works or Public Services experience including three years of administrative and supervisory responsibility.

EDUCATION: A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Engineering , Public Works, Business Administration or a closely related field.

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