

## CITY OF COVINA

### ASSISTANT DIRECTOR OF PUBLIC WORKS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, assists the Public Works Director in administration and management of each of the department's five operating divisions; supervises administrative support personnel and equipment services; accepts responsibility for the management of the Department budget and all personnel related issues; and performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Director of Public Works the administrative management class responsible for overall administrative policies and procedures within the Public Works Department. This class serves as acting Department Head in the Director's absence; oversees and supervises the divisions of Equipment services and administrative support divisions. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for the overall management of the Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Public Works. Exercises immediate supervision over lower level public works and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Develops policies and procedures; recommends programs, projects, and work assignments to the Director of Public Works; serves as division manager for the Administration and Equipment Services Divisions including supervising staff; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range goals and schedules for assigned areas; ensures compliance with applicable rules, policies and procedures.
- Assists in direction of engineering services, environmental services, water utility services, equipment maintenance, field operations, and overseeing assessment districts.
- Assists in the administration of the Department's budgets; oversees and completes the preparation, submission and implementation of all budgets for the Public Works divisions; prepares and/or reviews contracts, agreements, resolutions, ordinances and bid documents for each division; ensures compliance with federal, state, and local laws, rules and regulations in regards to the procedures and services provided by the department.
- Participates in the selection, training, and evaluation of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate; provides guidance and operational assistance to other division heads in

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the areas of budget, personnel management and administrative policy as needed; administers the Department's Injury and Illness Prevention Program and Workers' Compensation program.

- Confers with the Public Works Director on policies and programs and represents the City in meetings and conferences relating to public works matters and programs; acts as a liaison to various outside agencies and is responsible for the public relations activities of the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. 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 in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is required. The ability to drive a motorized vehicle is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant Director of **Public Works**. A typical way of obtaining the required qualifications is to possess the equivalent of graduation from an accredited college or university with a bachelor's degree in public administration or related field. A master's degree is highly desirable. Five years of progressively responsible experience in public administration and at least two years of supervisory experience in municipal public works.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

The fundamental and accepted practices in public works administration, management, and financing; municipal budgeting; legal requirements for public works contracting; rules and laws governing municipal labor relations and personnel issues; modern principles, practices and methods of administrative and organizational management; organizational development and public administration policies and procedures; research and reporting methods, techniques and procedures; city government and inter-governmental relationships; basic mathematics and analysis; structure and organization of public sector agencies; principles and practices of public

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sector personnel administration and supervisory techniques, budget development and implementation; public relations and customer service practices; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Supervise and evaluate subordinates; analyze public works programs and suggest opportunities for improvement; analyze financial, budgetary, administrative, operational and organizational problems; provide sound policy and procedural recommendations; oversee and/or manage specialty projects and programs; work effectively with management, staff, and the public; supervise and/or lead teams; develop, coordinate and administer assigned work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; work effectively with people of varying backgrounds, educational levels, races and cultures; analyze, interpret, summarize and present a variety of fiscal and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and other software applications.