

ASSISTANT DIRECTOR OF PUBLIC WORKS - UTILITIES

DEFINITION

Under general direction of the Director of Public Works, plans, directs, supervises and reviews the activities, projects and programs in the Utilities Division of the Department of Public Works & Utilities.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification in the Utilities Division of the Department of Public Works & Utilities. The incumbent is responsible for all Utilities Division activities, including water distribution, wastewater collection and treatment, recycled water, and groundwater. This position is distinguished from the Deputy Director of Public Works by the range and complexity of work performed and level of independent judgement exercised.

SUPERVISION RECEIVED

Receives general direction from the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct and indirect supervision of management, professional, technical, field maintenance and administrative personnel in the functional areas of the Utilities Division.

ESSENTIAL DUTIES

Duties may include but are not limited to:

Establishing overall objectives, operating principles and work practices of Utilities Division staff.

Overseeing implementation of all activities related to Utilities Division, including water distribution, wastewater collection and treatment, recycled water, and groundwater.

Supervising and coordinating operation and maintenance of water and wastewater facilities.

Coordinating closely with Environmental Services Division staff regarding water pollution source control activities and regulations.

Ensuring the City's compliance with all Federal, State, and local regulations pertaining to areas of responsibility.

Working cooperatively with federal, state and regional entities regarding areas of responsibility.

Overseeing negotiations and development of joint projects and multi-agency agreements with other federal, state and regional entities.

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ESSENTIAL DUTIES (continued):

Ensuring that approved Utilities Divisions capital improvement projects are implemented on schedule and on budget.

Coordinating Utilities Division activities with other divisions within the Department and other City departments, divisions and outside agencies.

Researching and preparing complex technical and administrative reports and recommendations on utilities issues.

Preparing the Capital Improvement Program and Operating Budget for the Utilities Division.

Evaluating, negotiating and recommending professional services agreements and construction contracts pertaining to Utilities Division.

Selecting and supervising professional, technical and administrative personnel.

Training and motivating employees to ensure reasonable professional growth and effective work attitudes.

Evaluating employee performance and taking corrective actions as needed to ensure maximum efficiency and productivity.

Preparing City Council and Council Committee (e.g., Council Infrastructure Committee and Council Sustainability Committee) communications, including reports and presentation materials.

Making presentations to various elected and appointed bodies, including City Council, Council Committees and Planning Commission, as well as to community groups and outside agencies.

Assisting Director of Public Works in explaining and interpreting division policies and proposals to City officials, other agencies and the public.

Championing the implementation of sustainable initiatives in the City's water resources programs.

Building and maintaining positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.

Mentoring Division staff and assisting them in their career development.

Performing related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering as it pertains to water and wastewater.

Principles of hydrology, hydraulics and hydrogeology.

Applicable laws and regulations related to operation of water and wastewater facilities.

Recent developments, current practices and sources of information regarding water and wastewater.

Principles and practices of analytical research, project management and contract administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations

Ability to:

Prepare and supervise the preparation of technical documents and reports.

Analyze operational issues and select proper course of action.

Analyze and interpret technical materials, financial reports and legal documents, in order to make sound recommendations.

Work cooperatively with staff from federal, state, and regional entities to achieve common goals while representing the City's interests.

Select, supervise, train and evaluate professional, technical and administrative personnel.

Prepare clear and concise written reports.

Develop and manage resources, budgets, and schedules for specific projects and programs.

Interpret, apply and explain laws, rules, codes, and City policies and procedures.

Make sound decisions with solid problem solving methods.

Establish and maintain effective working relationships.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible supervisory and administrative experience as a senior-level engineer or related field with a focus on water resources, water distribution or wastewater collection and treatment, including three years at the management level.

Education: Possession of a Bachelor's degree in civil, mechanical or environmental engineering from an accredited college or university. A Master's degree in a similar field is desirable.

Licenses and Certificates: Possession of a valid California Class C Driver's License. Registration as a Professional Engineer (PE) in the State of California, at the time of appointment.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment:

Work in a standard office environment and use standard office equipment and current software; safely drive to various locations through the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

U525

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AAP GROUP: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt