

CITY OF HAYWARD

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general direction from the Director of Public Works, plans, directs, supervises and reviews the activities of a variety of projects and programs throughout the Department of Public Works & Utilities, including engineering and transportation functions, and provides professional and technical staff assistance. Incumbents will be assigned to either Engineering Services or Transportation Services.

DISTINGUISHING CHARACTERISTICS

This is a senior management level classification that reports to the Director of Public Works. The Deputy Director of Public Works plans, organizes and directs engineering, transportation, and other related activities, coordinates activities within assigned area with other divisions and departments, and provides highly complex staff assistance to the Director of Public Works. This classification is distinguished from the Director of Public Works and Assistant Director of Public Works in that the latter are responsible for the overall management and functions of the department and the activities, programs and functions for utility services, respectively.

SUPERVISION RECEIVED

General direction is provided by the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Manages and participates in the development of goals, objectives, policies and priorities in assigned area, and recommends, develops and implements policies and procedures.

Evaluates employee performance and takes corrective action as necessary to ensure maximum efficiency and productivity.

Trains and motivates employees to ensure reasonable professional growth and effective work attitudes.

ESSENTIAL DUTIES (continued):

Assists in selection of and oversees consultants and outside professional services.

Prepares complex technical and administrative reports and recommendations, including presentation materials, to City Council, Council Committees, and Commissions related to assigned area.

Provides staff support in meetings with the public, property owners, public officials, civic organizations and consultants.

Represents the City at regional and state committees, commissions and authorities, as assigned.

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

Supervises and participates in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

Identifies, develops and pursues funding sources for assigned programs.

Performs related work as necessary.

In addition to the general duties listed above:

If assigned to Engineering Services:

Establishes and monitors capital project implementation to ensure design, construction and inspection of those projects to high professional quality standards, within industry cost indices and time schedules.

Coordinates activities with Engineering Services and with those of other departments, consultants, and outside agencies and organization; confers with and serves as a liaison to other department, agencies, public officials, professional groups, residents and community groups.

Investigates and resolves problems related to engineering projects including difficult and sensitive inquiries and citizen complaints.

Acts as a technical advisor to City Council, City Manager, and Department Heads on engineering issues.

ESSENTIAL DUTIES (continued):

If assigned to Transportation Services:

Represents and advocates for the City at the Alameda County Transportation Commission (Alameda CTC), and its various committees, and serves as the Technical Advisory Committee member at the Alameda CTC.

Works with the Metropolitan Transportation Commission (MTC), Alameda CTC, Caltrans and other outside agencies to identify grant opportunities and prepare grant applications.

Leads and fosters the City's implementation of bicycle and pedestrian initiatives and projects.

Provides staff-level support and assistance to Alameda-Contra Costa Transit District (AC Transit) Interagency Liaison Committee.

Meets and collaborates with community groups and members of the public to address transportation related concerns and questions.

Coordinates the City's Transportation Division activities with other City departments, divisions and sections, and with outside agencies, including: review of subdivision, building and rezoning plans to determine transportation system impacts; design, installation and maintenance of streetlight system; and to provide for adequacy and safety of multi-modal facilities and preparation of traffic studies and transportation planning documents.

Represents and advocates for the City's issues related to the Union Pacific Railroad's Capital Corridor and other public transit agencies, including Bay Area Rapid Transit (BART) and AC Transit; coordinates City's participation in regional projects within the City and those with potential impacts on the City.

Develops and implements strategies to promote and improve the safe, orderly and efficient movement of pedestrian and vehicular traffic, including signs, markings and traffic control devices.

Manages transportation data collection, tabulation and analysis, and provides reports as required or requested.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of effective employee supervision including selection, training, work evaluation and discipline.

Principles of organization, administration, budget and planning techniques, including staffing, goals and objectives, as well as work standard development.

Applicable federal, state and local laws, regulations, codes and ordinances.

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.

In addition to the general knowledge listed above:

If assigned to Engineering Services:

Principles and practices of civil engineering including mapping and soils mechanics, including recent developments, current literature and sources of information.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of public roadways.

If assigned to Transportation Services:

Principles, practices and techniques of transportation planning and traffic engineering, including recent developments, current literature and sources of information.

Transportation funding processes, identification of funding sources, and preparation of competitive grant proposals.

Ability to:

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

Communicate clearly and concisely, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Analyze organization and operational issues and select proper courses of action.

Prepare, implement, administer and monitor complex budgets, including capital improvement budgets, to ensure consistency and adherence to approved budget allocations.

Address issues knowledgably and tactfully with the general public, civic and community groups, public officials and consultants.

Organize and manage multiple tasks and assigned work functions in an effective and efficient manner.

Understand, interpret, explain and apply pertinent departmental, city, local, state and federal laws, rules, regulations, policies and procedures.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain excellent working relationships with various other divisions within the Public Works & Utilities Department and with other City departments.

Prepare and supervise preparation of engineering documents, comprehensive technical reports, CEQA studies, requests for proposals, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Council agenda reports.

In addition to general abilities listed above:

If assigned to Engineering Services:

Supervise private development plan review, including plan check, conditions of approval and development agreements.

Oversee property acquisition and disposition.

Respond to emergencies in the event of a natural disaster or major incidents.

If assigned to Transportation Services:

Serve as the City's representative and advocate for regional transportation, congestion and funding management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

If assigned to Transportation Services (continued):

Apply transportation planning and traffic engineering knowledge to direct and manage varied transportation programs.

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:

If assigned to Engineering Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in the operation of an engineering organization, including management level experience.

Education: Bachelor's Degree from an accredited college or university with major course work in civil engineering. A Master's Degree in engineering is desirable.

If assigned to Transportation Services:

Experience: Five (5) years of progressively responsible supervisory and administrative experience in transportation planning and/or traffic engineering, including management level experience.

Education: Bachelor's Degree from an accredited college or university with major course work in transportation planning, engineering or public administration, including or supplemented by special study in transportation planning and/or engineering. A Master's Degree is desirable.

License or Certificate: Must possess and maintain a valid Class C California Driver's License.

In addition, if assigned to Engineering Services:

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

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 throughout 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, twist, turn, bend, and safely lift and move equipment and materials weighing up to 35 pounds in the performance of daily office activities; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; 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, elected officials, government agencies, 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

U510 Deputy Director of Public Works

May 1981

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EEO Code: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt