



Job Code: 0317
FLSA: NE
Unit: MGMT
Revised:

ASSISTANT DIRECTOR OF PUBLIC WORKS/OPERATIONS

DEFINITION

Under general direction from the Director of Public Works, manages the operations services division of the Department; management responsibilities extend to overall administration of the water, sewer, streets and support services divisions; provides public works advise and assistance as appropriate to the Director of Public Works; acts as Director of Public Works in the Director's absence; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Public Works. Exercises direct supervisory responsibility over supervisory operations personnel and indirect supervision over professional and technical personnel at the operations services Center.

TYPICAL DUTIES

1. Exercises responsibility for the proper organization, staffing and operation of the operations services division.
2. Ensures operations services division operates in compliance with City rules, regulations and policies.
3. Either directly and/or through subordinates assigns work and provides direction to staff, evaluates staff performance, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
4. Oversees the preparation and administration of the division's annual operating budget and capital improvement budget.
5. Oversees the preparation of the capital improvements program that includes identifying projects, recommending priorities, establishing timetables and estimating costs.
6. Exercises responsibility for the undertaking and completion of capital improvements projects related to the City's field services division.

CITY OF PLEASANTON

Assistant Director of Public Works/Operations - Page 2

7. Provides technical advice and assistance to the Director of Public Works.
8. Oversees the preparation of City Council staff reports.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of public works operations, including an understanding of water and sewer delivery systems, buildings and street maintenance, and fleet maintenance programs.

Skill to:

1. Demonstrated supervisory/management skills to include setting goals and objectives, priority setting, problem solving, and coordinating work activities.
2. Good written and oral communication skills.
3. General management skills to include planning, organizing, staffing, decision making, coordinating, problem solving and budgeting.
4. Personnel management skills to include employee selection, development, directing, counseling and evaluating.

Experience:

Requires four years significant experience preferably for a public agency. Experience to include supervisory responsibilities in the field of public works; involvement in a wide variety of public works projects and maintenance functions highly desirable.

Education:

Bachelors Degree in a related field is required.

License:

1. Valid California driver's license.

(jd0320)