

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general direction, of the Director of Public Works, plans, manages, and oversees the services of the Streets, Parks, Facilities, and Fleet Services Sections in the Public Works Department, which includes street maintenance, street lights, traffic signals, storm drains, sidewalks, park maintenance, median island maintenance, city trees, facilities maintenance, playground inspection and maintenance, custodial services, fleet and equipment operations and maintenance; plan, manage, and monitor capital improvement projects; manage administrative processes and procedures; coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; provides responsible and complex staff support to the Director of Public Works; performs other related duties as required.

EXAMPLES OF DUTIES

Manage contractor selection and contract administration for public improvement projects; develop and implement specific processes and procedures to meet legal and City requirements; analyze organizational structures, functions, procedures and practices and recommend improvements to existing services or implementing new services. Assist managers/supervisors with divisional and inter-divisional staffing, fiscal management, and personnel issues. May be assigned responsibilities within and between any of the divisions to supervise or assist with special projects and assignments. Supervise administrative, clerical and other positions as needed; represent the department on various issues at the County, State and Federal levels; and represent the department at public meetings. Supervise public works Asset Management system and procedures to improve efficiency and record keeping. Manage the operations, services, projects, and other related program activities of the Streets, Parks, Facilities, and Fleet Services Sections in the Public Works Department; coordinates activities with other City officials, departments, outside agencies, and the public; participates in the development and implementation of the department's Capital Improvement Program and budget; oversees the administration of contracts; visits construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services; holds managers/supervisors and staff accountable for safe work practices; develops, implements, and maintains divisional and program goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved; reviews and evaluates organizational effectiveness and productivity;

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identifies and resolves problems and/or issues; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; supervises maintenance of complete records of materials, equipment and labor use and expenditures; receives and resolves complaints from the general public; establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public. Act on behalf of the Director as required.

MINIMUM QUALIFICATIONS

Knowledge of: contract and grant administration and documentation; principles and practices of Public Works management; principles, methods and practices of municipal finance, grants, budgeting, accounting, capital project management, Asset Management and GIS systems, and personnel training programs; methods and techniques of supervision, training, and motivation; methods and techniques for record keeping and report preparation and writing; occupational hazards and standard safety practices; applicable City, County, State and Federal laws, ordinances and regulations; public works operations, responsibilities and functions. Extremely knowledgeable and capable in the operation of computer applications and related data systems and programs.

Ability to: work independently with minimal supervision to meet performance goals; interpret and apply laws, rules, regulations and procedures relating to Public Works operations, public improvement contracts and grant programs; communicate clearly and concisely, both orally and in writing; conduct administrative research and analysis and write effective reports; review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives, and make sound recommendations; confer with department managers/supervisors on difficult management/administrative issues; effectively supervise employees; establish cooperative and effective working relationships with subordinates, employees, City officials, the general public, and other agencies; develop and implement Public Works programs; establish and achieve high performance standards ; successfully negotiate complex agreements and contracts; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Associates Degree. Graduation from a four-year college or university with major course work in public administration, business administration, or a related field is desirable. Responsible administrative or management experience in public works may be substituted on a year for year basis in the absence of a college degree to utilize a maximum of an additional two years experience.

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Experience: Six years of supervisory local government administrative and management experience including contract administration and municipal government project management, budgeting, accounting, asset management and GIS programs. An emphasis on Public Works administration is desirable.

License: Possession of a valid California Class C Driver license.

R: 07/2024