

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general administrative direction, plans, assigns, directs and reviews the activities of one or more divisions within the Public Works Department; and provides professional and technical assistance to the Director of Public Works.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Director of Public Works. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Public Works exercises judgment and discretion in the administration and direction of the operations of an assigned division or group of divisions. Incumbents provide the Director with technical and professional assistance, and may assume the duties of the Director in the Director's absence. The Assistant Director represents the Department and the City and has significant interaction with elected officials. This class differs from Public Works Manager as the latter is responsible for a single work unit of the Public Works Department. This is an unclassified position in which the incumbents serve at the will of the Public Works Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following)

Plans, organizes and administers the activities of an assigned operating division or divisions.

Develops and implements goals, objectives, policies and procedures; confers with staff regarding project priorities and progress.

Directs and participates in, the preparation of special engineering studies and reports.

Directs and participates in administration of the Citywide Impact Fee Programs and Urban Growth Management process including infrastructure requirements, fee establishment, credits, reimbursements and administration.

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Serves as and is responsible for performing the functions of the City Engineer as defined in the Subdivision Map Act and Fresno Municipal Code.

Directs the functions defined in Section 10-202 of the Fresno Municipal Code relating to the duties and powers of the City Traffic Engineer.

Assists the Director with explaining and interpreting engineering problems and proposals to City officials, other agencies and the general public.

Plans, organizes and directs the maintenance of streets, storm drains, bridges, and related structures.

Provides direction regarding the maintenance of traffic signals, street lighting and intelligent transportation systems, landscape maintenance operations, capital project delivery for City facilities, construction performed in the public right-of-way and at City facilities and supervision of inspection, survey and construction compliance staff.

Responsible for construction contract administration, including the review of contractor progress payments, change orders and claims.

Serves as staff to a variety of City commissions, boards, and committees on public works matters; assists in the evaluation, selection, and supervision of professional consultants.

Assists in the evaluation, selection, and supervision of professional consultants.

Responsible for supervision of and participation in the preparation of the Department budget.

Prepares and presents agenda items to the City Council and Planning Commission.

Prepares periodic project status reports and reports on project shortfalls.

Selects, supervises, trains, evaluates, coaches, mentors and disciplines assigned staff.

Makes complex engineering computations as well as check, design and supervise the construction of a wide variety of facilities.

Represents the Director of Public Works and confers with representatives of private industry and federal, state, regional, special district, and county agencies regarding a variety of public works programs and issues.

Coordinates reviewing and approving Engineering activities with other City departments, divisions and sections, and with outside agencies.

Perform related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of large, complex construction projects including public works engineering, traffic engineering, land surveying, project management and construction management.

Methods and techniques used in the design and construction of a wide variety of public works projects.

Modern developments, current literature and sources of information regarding public works engineering, traffic engineering, land surveying, project management, construction management, facility and maintenance operations.

Materials, tools, equipment, methods, and practices used in the assigned area of responsibility.

Applicable federal and state laws and regulations.

Applicable laws and regulatory codes related to development and construction.

Principles and practices of organization, administration, budget and human resources management.

Ability to:

Exercise sound independent judgment within general policy guidelines and operating parameters.

Plan, direct, and coordinate major public works engineering projects.

Deal effectively with the general public, community groups, and public officials.

Communicate effectively, orally and in writing.

Supervise the preparation of specifications, cost estimates, work schedules, plans, maps and reports.

Make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities.

Supervise, train and evaluate supervisory, professional and technical subordinates.

Supervise the Citywide Impact Fee program including administration and engineering functions.

Skill in:

Developing, interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations.

Planning, analyzing and evaluating programs and services, operational needs and fiscal constraints.

Prioritizing and assigning work.

Safely operating a motor vehicle.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree; and four years of experience in managing large construction projects.

For an Assistant Director of Public Works position over Engineering or Traffic Operations and Planning, a license in California as a Civil Engineer or Traffic Engineer is required.

For an Assistant Director of Public Works position over Street Maintenance or Landscape Maintenance, additional qualifying experience may be substituted for the education on a year-for-year basis.

For an Assistant Director of Public Works position over Construction Management, Facilities Management or Sustainability, additional qualifying experience as a previously licensed contractor may be submitted for education on a year-for-year basis.

SPECIAL QUALIFICATIONS

Significant experience managing projects in excess of 10 million dollars is highly desired.

Recruitment may be limited to a specific area of expertise and or specific licenses, certificates or degrees as required by operational needs. Areas of expertise include, but are not limited to those listed below:

1. Administration
2. Construction Management
3. Facilities Management
4. Sustainability
5. Engineering
6. Traffic Operations and Planning
7. Street Maintenance
8. Landscape Maintenance

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 8/30/2019

JC/TM/jl: 03/25/02
Revised: TM/kjm 08/10/07
Revised: JTC:scm:ek 8/30/2019