

7216

07/07/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEPUTY PUBLIC WORKS DIRECTOR - FIELD OPERATIONS

DEFINITION

Under general direction, to plan, direct, supervise, and review the activities of the Public Works Field Operations Division; to provide professional and technical staff assistance; and to do related work as required.

REPORTS TO: Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises general direction over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- C Develop and implement goals, objectives, policies, and priorities for the Public Works Department's Solid Waste, Sewerage Systems, and Streets Divisions.
- C Supervise, coordinate, and review all Public Works Field Operations activities; determine scope of projects; evaluate, develop, plan, and schedule Public Works operations, maintenance, and construction programs.
- C Oversee the Solid Waste Division integrated waste management program involving residential trash collection and disposal and automated collection of refuse, green-waste, and recycling; oversee contractual arrangements with private haulers.
- C Oversee the Streets Division programs which include cleaning and maintaining city streets, keeping the city streets and rights-of-way in good repair to prolong their useful life, ensuring the safety and convenience of all users, and providing weed abatement, vector control, and graffiti removal services.
- C Oversee the Sewerage Systems Division which is dedicated to providing the residents of Riverside with fresh, clean, healthful water at low cost while meeting regulatory requirements.
- C Develop division budgets; monitor expenditures to maintain budgetary control; accurately forecast revenues and expenditures; and conduct annual performance audits, efficiency, and cost-effective maintenance studies.
- C Work with staff to establish operation and maintenance goals; monitor performance measures, goals, and objectives.
- C Prepare a variety of reports, correspondence, and special studies.
- C Represent the City at a variety of meetings including City Council, Planning Commission, and other meetings with various civic groups and governmental agencies.
- C Interact closely and collaboratively with other City departments, divisions, sections, and outside agencies.
- Confer with supervisors and various public groups on proposed projects and improvements; develop and carry out various programs including conducting community and other meetings to successfully implement programs.

- Anticipate and respond to citizen requests to meet established customer service objectives; respond to difficult citizen inquires and complaints.
- Develop, plan and implement action on adopted policies; ensure accurate record-keeping; assist in resolving work problems and interpret departmental policies to subordinates, other departments, and the public.
- Conduct presentations; respond to questions and make recommendations.
- Select, supervise, train and evaluate subordinate staff; take appropriate disciplinary measures as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal engineering operations in solid waste management, sewerage systems and street maintenance in a complex governmental environment.
- Principles of organization, administration, budget, and personnel management.
- Applicable laws and regulatory codes related to public works field services/operations.
- Methods, materials, and techniques employed in public works construction and maintenance.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and practices of modern office management.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Organize, direct, and coordinate the activities of a multiple divisions in a manner conducive to full performance and high morale.
- Understand and interpret complex accounting procedures.
- Apply superior problem-solving skills with a "big picture" approach.
- Formulate, present, and implement policy recommendations.
- Develop and maintain effective, collegial relations with City staff and elected officials.
- Understand and negotiate technical agreements with other agencies.
- Demonstrate a strong commitment to providing quality customer service.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train, and evaluate subordinate staff.
- Work as needed during non-business hours.
- Attend conferences and seminars to receive updated information on new laws and regulations.

Education and Experience:

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

Education: Education equivalent to a Bachelor=s degree in Civil Engineering, Public Administration, or a related discipline from an accredited college or university.

Experience: A range of seven to ten years of increasingly responsible experience related to maintenance management, construction, or engineering of which at least five years were in a management/supervisory capacity.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class AC@ California Motor Vehicle Operator=s License.

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

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Public Works Director - Field Operations

TO: Public Works Director