



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Deputy Director of Public Works **LAST UPDATED:** October 20, 2016
DEPARTMENT: Public Works **JOB CLASS:**
REPORTS TO: Director of Public Works **FLSA DESIGNATION:** Exempt

Summary: Under general direction of the Director of Public Works, the Deputy Director oversees, manages, administers and directs operations of multiple divisions within the Public Works Department as assigned by the Director. The Public Works Department includes the following divisions: Street Maintenance, Water Distribution, Wastewater Collection, Stormwater Utility, Right of Way Management, Environmental Services, Administration, and Community Relations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Plans, directs and administers daily operations within the Public Works Department.
- Provides leadership and guidance to the staff for the assignment, training, and supervision of personnel.
- Develops and monitors annual budgetary projections and justifications and submits annual department budget requests.
- Develops long and short-range plans, goals and objectives to meet the demand for services.
- Collaborates with other city departments and external agencies on behalf of the Public Works Department.
- Interacts with elected officials and the City Manager's office, providing information and recommendations.
- Prepares and delivers presentations at public venues including meetings of the City Council and various associations, groups and organizations.
- Responds to inquiries and complaints from residents, vendors, contractors, and consultants.
- Plans and directs various department wide programs and initiatives related to and including asset management, emergency preparedness and response, employee safety and accident prevention, accreditation through American Public Works Association, and internal process improvement.
- Meet or exceed all state and federal rules and regulations pertaining to public water distribution and wastewater collection system operations.
- Prepare and maintain all appropriate records as required by law or as directed by the Director of Public Works.

Other Important Duties:

- Fosters a workplace culture that is consistent with city values.
- May be subject to responding to emergencies on an on call basis.
- Regular and consistent attendance for the assigned work hours is essential.
- Prepares and submits regulatory reports and responses on scheduled basis.
- Travels to inspection sites and to attend meetings, conferences and training.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of civil engineering practices and principles related to Public Works facilities, water/wastewater collection, treatment and distribution, street construction and traffic control.
- Knowledge of management and administration of a municipal public works department.
- Knowledge of materials, supplies and construction material requirements and specifications.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in conducting inspections, investigations, and monitoring for compliance with rules, regulations, codes and ordinances related to Public Works Department services and programs.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Civil Engineering or related field, **and** ten (10) years of experience directing multiple divisions of a public works department for a municipality, **or** equivalent combination of education and experience.
- Licensed Professional Engineer in the State of Texas, or have the ability to obtain within 6 months preferred.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, construction and treatment facility environments.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater and underground utilities.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| Physical Activities | | Physical Activities | |
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| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. | X | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. | |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility. | X | Reaching – extending hands or arms in any direction. | X |
| Crawling – moving about on hands, knees, or hands, feet. | | Repetitive Motion – substantial movements of wrists, hands, fingers. | X |
| Crouching – bending body forward by bending leg, spine. | | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | X |
| Feeling – perceiving attributes of objects by touch with skin, fingertips. | | Standing – for sustained periods of time. | |
| Fingering – picking, pinching, typing, working with fingers rather than hand. | X | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. | X |
| Grasping – applying pressure to object with fingers, palm. | | Talking 1- expressing ideas by spoken word | X |

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| Handling – picking, holding, or working with whole hand. | | Talking 2 – shouting to be heard above ambient noise. | |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information. | X | Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading. | |
| Hearing 2 – receive detailed information, make discrimination in sound. | | Visual Acuity 2 - color, depth perception, field of vision. | X |
| Kneeling – bending legs at knee to come to rest at knees. | | Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures. | X |
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. | X | Visual Acuity 4 - operate motor vehicles/heavy equipment. | |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. | X | Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. | |
| Pulling - use upper extremities to exert force, haul or tug. | | Walking - on foot to accomplish tasks, long distances, or site to site. | X |

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

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| <i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. | |
| <i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. | X |
| <i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. | |
| <i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects | |
| <i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. | |

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, two-way radio, cellular telephone, and department vehicle.

Approved By:


 Paul Knippel, Director of Public Works

10/20/2016
 Date


 Shannon Allyn, HR Generalist

10/19/2016
 Date