



## **Deputy Director of Public Works – Utilities**

### **DEFINITION**

Under direction of the Public Works Director develops and manages the staff and programs of the Water and Wastewater Divisions, field service programs, and related activities to provide highly responsible technical and staff assistance; to assist in the planning and designing of municipal construction and capital improvement projects and supervising their inspection. This includes the work of the following work groups within Public Works: Water Production, Distribution, and Maintenance, Recycled Water Distribution and Maintenance, Stormwater Collection and Maintenance, Sewer Collection and Maintenance, Treatment Plant Operations and Maintenance, Wastewater Treatment Laboratory, and Environmental Compliance.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Public Works or his designee. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

- Assists in the management of the Utilities Division; assumes responsibility for managing multiple work groups, and/or service areas of the Utilities Division
- Participates the planning, design, and construction of water, wastewater, stormwater, recycled water, and aquifer storage and recovery projects in order to maintain quality service levels.
- Participates in the development and implementation of an efficient Capital Improvement Program; recommends project budget requirements to adequately fund said program.
- Participates in the selection, negotiation and administration of consultant contracts to implement the Capital Improvement Program and other work as needed to maintain quality water, wastewater, stormwater, and recycled water systems.
- Oversees and administers the operations of assigned duties and programs in compliance with federal, state, and local guidelines, requirements, and regulations; provides oversight for translating new law into functional activity for compliance.

- Prepares the budget for areas of assignment. Forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees safety programs for assigned work groups; assists with action planning for safety programs; responds to workers' compensation issues.
- Provides responsible staff assistance to the Director of Public Works; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned utilities programs, policies, and procedures as appropriate.
- Develop and implement goals, objectives, policies, procedures, schedules and work standards for various operating work groups.
- Serves as the liaison for assigned work groups, and service areas of the Utilities Division to other divisions, departments, and outside agencies; participates in meetings with City staff, vendors, consultants, and regulatory agencies; negotiates and resolves sensitive and controversial issues.
- Manages and participates in the preparation and review of a variety of reports to regulatory agencies.
- Represents the City as the lead administrator of the National Pollutant Discharge Elimination Systems (NPDES) permit; as it relates to all aspects of the MS4 Stormwater permit.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of utilities.
- Oversees and participates in providing customer service to internal and external customers; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

## **OTHER JOB FUNCTIONS**

- Review data, analyze results and prepare reports as required.
- Review laboratories tests and analysis for completeness and a record of results are available for use and are within range.
- Respond to inquiries or concerns from citizens and other departments and agencies.
- Participate with tours and public presentations related to surface water, wastewater collection, stormwater system program or other Utility projects.
- Work with engineering, consultants and contractors with regard to system expansions and operations.

- Oversee and manage maintenance contracts for water, wastewater collection, stormwater, and recycled water operations.
- Plan and direct safety and training programs for the various water, wastewater, stormwater, and recycled water facilities.
- Ensure compliance with applicable codes such as, California Environmental Quality Act (CEQA), City Contracts practices, etc.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services, and activities of assigned utilities program areas including maintenance and operation of surface water, wells, wastewater treatment plant, lift stations, pumping stations, and open space management as well as water, wastewater collection, stormwater, and recycled water field operations, functions, and program areas. Water and wastewater related engineering and construction, including, but not limited to treatment plants, lift stations, pump stations, pipelines, force mains, aquifer storage and recovery systems, and drainage systems.
- Engineering principles and practices as applied to water and sewer field and plant operations, including planning, design and construction, and operation and maintenance.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of project management, administration, and coordination.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of water systems or wastewater treatment plants and related systems and structures.
- Types and level of maintenance and repair activities generally performed in utilities operations.
- Understanding of the physical, microbiological, and chemical processes involved in water and wastewater treatment.
- Principles of hydraulics involved in the operation of distribution and collection systems.
- Principles and practices of backflow and cross-connection prevention.
- Sampling techniques and methods for bacteriological, chemical, and organic analysis.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Skill to:**

- Develop, interpret and implement Department policies.
- Manage, direct, coordinate, and evaluate the work of assigned personnel.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Mathematical principles.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Ability to:**

- Oversee and participate in the management of multiple work groups, and/or service areas within a comprehensive utilities division.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and take appropriate action to correct construction and functional fault in equipment, buildings, lines, and appurtenances of the plants and all assigned facilities.
- Learn and apply computer hardware and software, including SCADA systems, to enhance plant and field operation and maintenance.
- Oversee and participate in the compilation of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the Utilities Division during public contacts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours to attend Council meetings, citizen groups, and other meetings/events/presentations/training/conferences as needed.

## **MINIMUM EDUCATION AND EXPERIENCE:**

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

### **Education:**

A Bachelor's degree from an accredited college or university with major course work in construction technology, chemistry, biology, engineering, environmental science, business or public administration, or a related field. (Experience in lieu of education may be considered.)

### **Experience:**

Six (6) years of increasingly responsible experience in water or wastewater utility administration including two (2) years of executive administrative and supervisory responsibility.

Bilingual experience is a plus.

### **License and Certificate:**

Required upon hire:

1. Possession of a valid California Driver's License.

One or more of the following are required upon hire

1. Possession of a current Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
2. Possession of a current Grade IV Water Treatment Operator Certificate issued by the State Water Resources Control Board (SWRCB). (A Grade V is desirable)
3. Possession of a Grade V Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB).

A Registered Engineer with the State of California is highly desirable.

### **SPECIAL CONDITIONS**

Incumbents of this class may be required to work unusual hours in emergency situations and to be available on an "on call" basis.

### **ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering,

grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

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