DEPUTY PUBLIC WORKS DIRECTOR

POSITION SUMMARY

Under general direction of the Public Works Director, this position assists with the overall administration of the Public Works Department involving strategic planning, budgeting, implementing and directing public works programs in the areas of solid waste collections, disposal, and recycling, water distribution, wastewater collections, storm water, wastewater treatment and reuse water infrastructure, streets, fleet, buildings and grounds, cemeteries, and forestry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the overall management of the department and provides leadership and guidance to staff; directs, coordinates, and evaluates activities, programs and services for responsible divisions.
- Assists with employee recruitment, retention, and discipline.
- Meets regularly with Public Works Director to ensure that the City and department goals, objectives and standards are maintained.
- Provides highly responsible and complex administrative support to the Public Works Director.
- Assists in the development and implementation of operational policies, goals, and objectives for the department, including safety and orientation plans.
- Works with City, State, and Federal officials and/or contracted engineers in planning, implementing, and completing Public Works infrastructure projects to ensure the City's needs are met through the construction of projects.
- Ensures that operations are compliant with State, Federal and Local regulations.
- Attends and participates in various meetings and responds to public concerns and questions regarding assigned divisions and promotes or seeks input on proposed programs and needs.
- Assists with repairing and submitting capital improvement plan requests, budgets and staffing proposals for assigned areas; assists with establishing goals and objectives for the public works department to ensure compliance with applicable local, state and federal rules, regulations and laws.
- Monitors condition of all city vehicles, equipment and facilities as an ongoing assessment of capital needs.
- Assist the Public Works Director in monitoring multiple departmental budgets, revenues and expenditure authority.
- Performs other duties of a similar nature or level.
- Serves as the Acting Public Works Director in the Public Works Director's absence.

Knowledge, Skills, and Abilities:

- Knowledge of public administration principles and practices;
- Knowledge of accounting and budgeting concepts;
- Ability to perform supervisory principles including interviewing, training and performance management techniques resolving personnel disputes and grievances;

- Knowledge of State and Federal regulations relating to the Clean Water Act, the Safe Drinking Water Act, Phase II Stormwater, Industrial Pretreatment, Subtitle D of RCRA, and ensuring environmental compliance in area of assignment;
- Ability to interact with State and Federal regulatory agencies;
- Knowledge of chemical, hydraulic, and mechanical processes relating to Water Utilities, Solid Waste, Street Maintenance, Municipal Fleet, Building and Grounds.
- Knowledge of Water Distribution Systems.
- Knowledge of Wastewater Collection Systems.
- Knowledge of Wastewater Treatment Systems.
- Knowledge of Reuse Water Collection Systems.
- Knowledge of Storm Water Systems and MS4
- Knowledge of street design and construction, materials, and maintenance activities
- Knowledge of Municipal Buildings and Grounds including Cemeteries.
- Ability to prepare clear and concise reports and memos;
- Able to use a variety of office equipment and related applications;
- Ability to read and interpret utility maps, blue prints and schematic diagrams;
- Ability to write bid specifications and procure equipment;
- Ability to prepare and track budgets;
- Ability to respond to and facilitate Public Works emergencies when needed.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Civil Engineering, Business Administration, Biology, Microbiology or Environmental Science.
- Five years of directly related experience, with four years in a supervisory capacity in Water Distribution, Wastewater Collection, Wastewater Treatment, Solid Waste, Storm Water Systems, or Street Maintenance.
- Or, the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License;

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, standing, walking, driving, lifting, fingering, grasping, talking, hearing, seeing and repetitive motion.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of

force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

- Working conditions involve some moderate risk of accident and require following basic safety precautions.
- Physical demands include moderate physical activity that includes prolonged standing and/or walking.
- Work may require routine travel.

Classification: Grade 20 (PW-20)
FLSA: Exempt
Created: 04/28/2023 by PW Director Zuroff, CA Dassinger, HR Nameniuk
Approved by Commission: 06/02/2023
Update: 6/2024 by PW Director Praus, CA Dassinger, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.