



JOB DESCRIPTION

Deputy Director of Public Works, Water and Development Services

Date Prepared: September 2016

Class Code: 7015

SUMMARY: Under limited supervision, participates in the planning, direction and coordination of the Public Works, Engineering, Planning, Building and Water Divisions of the City's Department of Public Works, Water and Development Services. This position oversees the operations, services and activities of the Building Division.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Implements City policies and establishes procedures regarding planning, code enforcement, building, engineering, and inspection,
- Plans, organizes, directs and reviews all public works engineering activities, including design, surveying and inspection.
- Supervises the preparation of reports, notices, building standards and documents for the City Council.
- Develops and implements policies and regulations regarding land use within the City, including planning, General Plans, specific plans, zoning and subdivisions; ensures that policies are administered in conjunction with City goals and objectives and state and federal laws and regulations.
- Advises and provides assistance regarding economic development matters, including planning, zoning, and subdivisions.
- Plans, directs and coordinates planning and building activities; develops procedures to conduct activities; ensures that activities are completed in accordance with state and federal laws, ordinances, rules and regulations; develops comprehensive plans to meet future needs for Department services.
- Directs and supervises application reviews on planned, commercial and industrial projects, subdivisions, use permits, variances, and zone changes; ensures compliance with City policies, ordinances and related regulations.
- Participates in the development and administration of the budget for the Department, including capital improvement projects; participates in discussions regarding maximum utilization of available City funds and priority setting. Recommends revisions to the City building, plumbing, heating, ventilation and air conditioning (HVAC), and electrical codes.
- Oversees the planning, organizing, contract administration, inspection, and preparation of all public works projects.
- Coordinates permit application process with various agencies or departments.
- Provides code interpretations and technical assistance to the public, design professional and contractors.
- Conducts or directs studies; prepares and presents reports regarding land use and Department activities.
- Plans, organizes, directs and reviews public works and engineering activities, including design, construction, maintenance and operations.
- Participates in regional projects by representing the interest of the City.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.

- Coordinates with consultants and other agencies regarding various matters affecting public works operations.
- Confers with developers, commercial representatives, industrial interests, property owners and others in promoting and coordinating the development and use of City property; confers with other City staff on related activities.
- Oversees and participates in plan examining, code enforcement and field inspections activities.
- Represents the Department to other departments, elected officials, and external agencies.
- Prepares and presents reports to a variety of boards, commissions and committees; interacts with external regulatory agencies. Assists City Administration in the oversight of the City's Housing Program.
- Completes special and ongoing projects and tasks as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Civil Engineering or a closely related field; AND seven years of experience, including three years of supervisory or management experience, in public works, engineering, and building. Master's Degree in Engineering, Public Administration or Business is highly desirable.

Knowledge of:

- City organization, operations, policies, and procedures.
- State of California engineering principles and practices regarding design and construction of buildings, water facilities and technical inspection operations.
- Applicable regulatory codes and laws regarding the development, construction and operation of public works, water, streets, planning, building and code enforcement specifically in an industrial setting.
- Methods, materials, techniques and equipment used in construction, operations, inspection, design and maintenance of streets, and buildings.
- Occupational hazards and standard safety procedures.
- Basics of National Pollutant Discharge Elimination Systems and Stormwater Program Management.
- Principles and practices of effective employee supervision.
- Principles and practices of regulatory management.
- Principles and practices of public finance and grant administration.
- Principles and practices of project management and contract administration.
- Principles and practices of strategic planning and administrative management.
- Applicable California planning and building laws and regulations.
- Customer service standards and protocols.

Skill in:

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Making appropriate decisions while ensuring compliance with City goals and objectives.
- Building effective teams and providing efficient customer services.
- Understanding and negotiating complex technical agreements with external agencies.
- Formulating and presenting policy recommendations.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Responding to emergency and problem situations effectively.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.

- Establishing and maintaining cooperative working relationships with Director of Public Works, Water and Development Services Director, City Administrator, City Council, commissioners, managers, supervisors, staff, contractors, suppliers, developers, businesses, external public agencies and the general public.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid State of California Class C driver's license.

Ability to obtain American Institute of Certified Planners (AICP) certificate within two years from hire date.

Ability to obtain registration from the State of California as a Professional Civil Engineer within four years from hire date.

Certification by the International Code Council (ICC) as a Certified Building Official is highly desired.

Registration as a Professional Land Surveyor is desirable.

Certification as a Building Plans Examiner in various building code disciplines is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment with some exposure to an outdoor work environment.

May be required to work in trenches. May be exposed to dangerous machinery.