CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Public Works

POSITION: Deputy Director – Public Works

SALARY: $7,223.97 - $8,612.81 per month
Range 38

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS:

Education and Experience:
Degree from accredited college or university in civil engineering or related field and a minimum of five years of increasingly responsible and varied experience involving design, construction, maintenance, or operation of public works projects and activities. Must also have either by instruction and/or work experience, knowledge of water and wastewater operations, principles and practices of organizational administration, budgets and personnel management, including at least five years of which was in a lead supervisory capacity.

Licenses/Certificates:
Registration as a Civil Engineer issued by the California Board of Professional Engineers and Land Surveyors desired or ability to obtain within twelve months of employment. Must possess a valid California Class C driver's license.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: November 14, 2016 by 5:00 PM
(Posted 10/07/2016)

CITY OF BRAWLEY
PUBLIC WORKS DEPUTY DIRECTOR

DEFINITION:

Under general direction, this position assists the City's Public Works Director in the administration and maintenance of streets and utilities, water and wastewater treatment plants, contracted services, vehicle maintenance, animal control and related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

In general, this position assists the Public Works Director in all aspects of the operation of the Public Works Department. Specific duties include:

General

- In the absence of the Public Works Director, represents the City in City Council Meetings and in meeting with other City Departments, Agencies and the Community.
- Plans, organizes, coordinates, and controls the activities of various divisions of the Department.
- Oversees the operations of both water and wastewater treatment plants.
- Provides analysis of public works topics, and project oversight, including formulation of recommendations.
- In cooperation with the Public Works Director and Personnel Officer, directs the training and development of departmental personnel and reviews and/or makes evaluations of employee performance.
- Participates in the selection process and/or evaluation of employee performance.
- Supports the work of the Department with the work of other Agencies.
- Monitors the work for maintenance of City equipment for compliance.
- Prepares budget estimates and work programs and monitors budget revenues and expenditures throughout the fiscal year.
- Reviews and approves timesheets and keeps payroll records.
- Administers purchase of supplies, materials and services per the City's procurement and purchasing policy.
- Promotes and coordinates the computerization of all required monthly reports and data collected.
- Participates in long range planning for plant facilities and equipment upgrades.
- Stays current with changes in water and wastewater regulations.
- Develops, implements, and enforces administrative and operational policies, workplace safety and performance standards.
- Assists in the preparation and/or revisions to water and wastewater plant operations manuals.

DESIRABLE QUALIFICATIONS:

Education and Experience:

Degree from accredited college or university in civil engineering or related field and a minimum of five years of increasingly responsible and varied experience involving design, construction, maintenance, or operation of public works projects and activities. Must also have either by instruction and/or work experience, knowledge of water and wastewater operations, principles and practices of organizational administration, budgets and personnel management, including at least five years of which was in a lead supervisory capacity.

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