CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

DEPUTY PUBLIC WORKS DIRECTOR 2110

GENERAL PURPOSE:
Assists the Public Works Director in planning, organizing, directing and managing the Pullman City Public Works department.

CLASSIFICATION SUMMARY:
The principal function of an employee in this class is to assist the Public Works Director in administering the civil and traffic engineering, protective inspections, street maintenance, water/wastewater operation and maintenance, transit system, equipment rental, and government buildings operations for the City of Pullman. Work is performed under the general direction of the Public Works Director who reviews work performed for completeness, accuracy, and timeliness. Serves as administrative liaison between the Public Works Director and other staff. May supervise other staff on a project-related basis. May serve as Public Works Director in his/her absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in planning, organizing, and directing the design, construction, operation and maintenance of civil and traffic engineering, protective inspections, street maintenance, water/wastewater operation and maintenance, transit system, equipment rental and government buildings operations; assists with the strategic planning, policy development, goal setting, data collection and reporting activities of the department; assists in the development of capital improvement plans and special project programs; monitors related expenditures and cash flow; makes recommendations on required adjustments of related budgets and programs; provides updates on the status of departmental areas of responsibility by preparing reports and making presentations at public hearings; attends some City Council, planning commission, and board of adjustment meetings.

Assists with the administration of engineering, street/utility construction and maintenance, transit and government buildings projects, including conceptual development, programming, and preparing formal grant applications; develops project plans for use by consultants or city staff; reviews draft plans, reports, and specifications and makes recommendations concerning contract administration.

Assists with the City's oversight of private residential and commercial development including plan review and approval and construction inspection; may coordinate intra and interdepartmental activities by reviewing activities, disseminating information, conducting staff meetings and developing work programs; responds to complaints and disseminates information relating to departmental areas of responsibility to citizens, developers, builders, and special interest groups by means of over-the-counter contact, phone contact, letter writing, and meetings.

Develops and maintains contact with other local, regional, and state agencies regarding programs that affect department's areas of responsibility.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- The principles and practices of civil and public works engineering, street/water/sewer operations and maintenance programs, transit and government buildings operations;
- Management principles and practices including short- and long-range program planning and implementation, budget preparation and administration, leadership and motivational strategies, program evaluation, and management by objectives;

Ability to:
- Attend work on a regular and dependable basis.
- Plan, organize, direct, and evaluate diverse public works programs;
- Plan, organize, budget and manage complex public works projects;
- Prepare and present clear and accurate status reports of departmental progress towards Council goals and objectives;
- Make decisions;
- Establish and maintain effective working relationships with the Public Works Director, City Supervisor, Mayor, City Council, public and private officials, and the public;
- Express ideas effectively both orally and in writing;
- Obtain and maintain a valid driver's license and a safe driving record;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Five years of responsible managerial experience in public works construction projects and/or engineering design. Bachelor's degree in engineering preferably civil engineering; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Personal computer, telephone, copy machine, fax machine, 10-key calculator.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies. Sufficient powers of observation are required to review and analyze written reports and monitor and evaluate the work of others.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt
Adopted: 04/04 Revised: