

7214 (N/C)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

6/19/12
Revised

TITLE: DEPUTY PUBLIC WORKS DIRECTOR/ENGINEERING (NON-CLASSIFIED)

DEFINITION

Under general direction, to plan, direct, supervise, and review the activities of the Public Works Engineering Division; to provide professional and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises general direction over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and implement goals, objectives, policies, and priorities.
- Supervise, coordinate, and review all public works engineering activities; determine scope of projects; review plans of private contractors; make technical engineering decisions; and establish technical criteria and standards.
- Review and sign engineering drawings.
- Supervise, coordinate, and review the surveying, mapping, plan check, contract administration, construction inspection, and industrial waste inspection activities.
- Assist in resolving work problems and interpret departmental policies to subordinates, other departments, and the public.
- Confer with contractors and engineers regarding proposals, specifications, and project problems; confer with community groups regarding proposed improvements.
- Review proposed private developments and conditions of approval.
- Coordinate Engineering Division activities with other city departments, divisions, sections, and with outside agencies.
- Serve as staff to a variety of city commissions, boards, and committees on public works engineering matters.
- Supervise and participate in the preparation and administration of the capital improvement plan and budget.

- Prepare a variety of reports, correspondence and special studies.
- Respond to difficult citizen inquiries and complaints.
- Represent the city at a variety of meetings.
- Supervise and participate in the preparation and administration of the division budget.
- Select, supervise, train, and evaluate technical and professional subordinates.
- Serve as Interim Public Works Director as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering, land surveying, and mapping.
- Investigation, design, and construction of public works projects.
- Applicable laws and regulatory codes related to development and construction of public works.
- Recent developments, current literature, and sources of information regarding civil engineering.
- Principles and practices of modern office management.
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Make complex engineering calculations and to prepare engineering plans and specifications.
- Supervise the preparation of engineering records and prepare comprehensive technical reports.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train, and evaluate professional and technical subordinates.

Education and Experience:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Experience: A range of seven to ten years of progressively responsible supervisory and administrative public works engineering experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of a Certificate of Registration as a professional civil engineer in the State of California.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Public Works Director/Engineering

TO: Public Works Director