

City of Grass Valley  
JOB DESCRIPTION



**Deputy Public Works Director**

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**Department: Public Works**

**FLSA Status: Exempt**

**Reports To: City Manager**

**Unit: 1, Full Time Position**

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**SUMMARY OF JOB PURPOSE**

To assist the Director of Public Works in the planning, directing, supervising, and coordinating of departmental functions and operational activities; to assist in the monitoring and preparation of operating and capital improvement budgets and management of personnel assigned to the department; and to provide highly complex staff assistance to the director.

The Deputy Public Works Director is responsible for carrying out the mission of the City in conformance with City of Grass Valley organizational values.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director.

Exercises direct supervision over professional, technical clerical staff.

Exercises responsible charge of assigned operations and maintenance functions.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Assist in planning, directing, supervising, and coordinating departmental operations; oversee and participate in the development of departmental strategic planning; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
2. Appear before the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department.
3. Assist with the preparation of operating and capital improvement budgets and control of expenditures, including the preparation of long-term maintenance management models.
4. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
5. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

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6. Manage and develop formal and informal bids, Request for Qualifications (RFQs) and Requests for Proposals (RFPs), ensuring that all applicable legal and contractual provisions are included; work with departments to ensure requirements are clear and understood; gather data and develops specifications and resolves problems and complaints; direct and participate in the solicitation, evaluation and award of RFQs and RFPs; conduct pre-bid briefings; performs or assists others in performing price/cost analyses; negotiate contract provisions; determine appropriate contractual instruments; write contracts and legal documents.
7. Work across departmental lines to ensure long-term infrastructure needs of the city are met.
8. Establish performance expectations and evaluate performance of subordinate personnel.
9. Prepare a variety of correspondence including general and special reports.
10. Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.
11. Conduct and review analytical studies and surveys in difficult or complex situations which require a high level of skill, judgment and expertise; formulate procedures, policies and program alternatives; make recommendations on a broad spectrum of administrative and program-related topics.
12. Conduct difficult and complex productivity and efficiency studies, performance audits, management reviews and administrative analyses of organization systems and procedures; prepare recommendations and confer with appropriate staff.
13. Conduct special studies in all areas of department as directed; coordinate studies across program areas.
14. Analyze federal and state statutes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.
15. Develop implementation plans relative to new program implementation requirements.
16. Develop statistical tracking systems and reports for application of staff resources, application of funding or others as identified.
17. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative functions; implement policies and procedures.
18. Develop and maintain regulations and operating procedure manuals.
19. Design and recommend systems, procedures, forms and instructions for internal use.
20. Develop grant applications and grant reports.

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21. Administer, monitor and evaluate contracts; participate in negotiating contracts with outside vendors, consultants or organizations; monitor fiscal and legal liabilities of the same.
22. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary; prepare correspondence as needed.
23. Train and lead subordinate staff.
24. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications to increase work efficiencies.
25. Provide information and direction to the public at the counter, via telephone, e-mail, and written correspondence related to the City's processes including planning, building, engineering, public works, utility, and zoning matters.
26. Review applications, documents and plan submittals to assure basic submittal requirements are provided based on established criteria.
27. Receives and responds to requests for City records and documents; converts hardcopy records into digital formats; indexes digital records into an electronic records system; maintains electronic and hardcopy files; files and retrieves record copies as necessary.
28. May serve as custodian of petty cash; assumes responsibility for maintaining records of petty cash distributions; reconciles petty cash; ensures ample supply of cash on hand.
29. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
30. Analyze program activities and develop corrective actions in conjunction with City management staff.
31. Work directly with City vendors to manage customer issues and to improve customer service.
32. Coordinate Departmental activities with City Sports organizations and facility user groups.
33. Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
34. Prepare and maintain records and evaluation reports on new and on-going program offerings.
35. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

1. Principles of supervision, training, management and public works administration.
2. Principles of budget preparation and expenditure control.

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3. Principles and practices of public administration labor relations and public personnel management.
4. Principles and practices as applied to the field of operating and maintaining the city infrastructure.
5. Technical, legal, and financial issues related to the conduct of municipal public works program.
6. Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works projects.
7. Procedures, materials, equipment and methods used in all areas of public works activities.
8. Functions and organizations of California Local Government.
9. Modern principals of park planning and design.
10. Modern principals and methods for developing and implementing a wide variety of recreational, social and leisure activities for children and adults.
11. Principals of facility supervision, facilitation, and maintenance.
12. Modern principles and practices of office management and supervision.
13. Principles and practices of supervision, training and performance evaluation.
14. Principles and practices of fiscal control.
15. Principles and techniques of administrative analysis, including workload measurement, workflow and layout, work simplification and systems and procedure analysis.
16. Federal and State statutes and local ordinances and rules and regulations relevant to assigned job duties.
17. Office principles, procedures, and methods used in the performance of customer service and other duties.
18. Operations, services and activities of the City.
19. Methods and techniques of proper phone etiquette.
20. Principles and procedures of record keeping and filing.
21. English usage, spelling, grammar and punctuation.
22. Business letter writing and basic report preparation.
23. Planning, building, and public works permit approval processes and procedures.

**Skills in:**

1. Reviewing, understanding, and implementing provisions of applicable codes, ordinances and regulations enforceable by the City;
2. Applying laws, regulations, codes and departmental policies;
3. Recognizing, prioritizing and accomplishing needed tasks;
4. Researching, preparing and writing clear and concise technical reports.

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Ability to:

1. Oversee and coordinate the activities of a number of sections within the Department.
2. Assist with the preparation of departmental operating and capital improvement budgets and control budget expenditures.
3. Review and interpret cost estimates.
4. Prepare clear and concise written reports and develop appropriate recommendations.
5. Effectively manage assigned areas of the departmental program.
6. Establish and maintain cooperative relationships with those contacted during the course of work.
7. Perform a variety of technical research and prepare reports of findings.
8. On a continuous basis, know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policy and procedures.
9. Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Conduct administrative studies in difficult or complex situations, requiring a high level of skill, judgement and expertise.
11. Understand and interpret complex rules and procedures.
12. Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
13. Negotiate agreement between differing individuals and groups; gain cooperation through discussion and persuasion.
14. Develop and implement policies, guidelines and procedures.
15. Analyze administrative and other management problems.
16. Analyze budgets, grants, reports and various proposals.
17. Determine effective method of research; and compile data and present in form most likely to enhance understanding.
18. Prepare effective questionnaires and survey instruments.
19. Design forms and procedures.
20. Obtain information through interview; handle multiple assignments; deal firmly and courteously with the public.
21. Analyze situations quickly and objectively and to determine proper course of action.
22. Communicate clearly and concisely, both orally and in writing.
23. Plan and organize work to meet changing priorities and deadlines.

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24. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
25. Perform a variety of contracting, office accounting, fiscal, and statistical record keeping duties including preparing, maintaining, and reconciling a variety of records and files.
26. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
27. Read, understand, and review documents for accuracy and relevant information.
28. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications at a speed necessary for successful job performance.
29. Adapt to changing technologies and learn functionality of new equipment and systems.
30. Maintain composure and exercise good judgment when answering demanding questions.
31. Establish and maintain effective working relationships with those contacted in the course of work.
32. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
33. Implement more complex principles, procedures, and methods used in the performance of customer service and office duties.
34. Negotiate and administer contracts.
35. Interpret and comply with provisions of applicable codes, ordinances and regulations enforceable by the City.
36. Read and interpret maps, sketches, drawings, specifications and technical manuals.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be able to sit at a confined workstation for extended periods or work for extended periods while performing essential duties.
3. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.

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4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 60 pounds alone, and up to 100 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

**EDUCATION AND EXPERIENCE**

**Experience and Training**

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

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, political, social science, recreation or a related field.

**Experience:** Three years of increasingly responsible work experience in a public works environment, developing and administering public agency contracts and/or records management, park facilities planning and design, as well as developing, planning, implementing and facilitating sports programs.

**License or Certificate:** Must have acceptable driving record and maintain a California Driver's License (minimum Class C). Additionally, a Certified Playground Safety Inspector (CPSI) and an Aquatic Facility Operator (AFO) Certification are desired but not required.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

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