



Title: Deputy Director Public Works-Utilities

FLSA STATUS: Exempt from overtime under FLSA

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Director, Public Works - Utilities.

Exercises direct supervision professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree or equivalent in Public or Business Administration or related field.
- **Experience:** Requires seven or more years of progressively responsible related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire. Registered Professional Engineer Desired.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Bachelor's degree in Civil or Environmental Engineering.

JOB SUMMARY

The purpose of this position is to oversee and manage major functional areas of the Public Works – Utilities Department (divisions include; Water, Wastewater, Environmental Resources, Fleet Management, Solid Waste, Street Maintenance, and Transportation) and to manage highly complex and multi-disciplinary activities. Manages daily operations of numerous divisions; conducts financial engineering, and operational analyses; prepares and manages the budget; provides oversight, guidance, and supervision necessary to ensure continued regulatory compliance with numerous federal, state, and county permits; represents all major program areas of the department in liaison activities; coordinates special projects across divisions and departments; provides significant input for engineering design and master planning; attends a wide variety of meetings, conferences, and training sessions; serves on committees; acts in the absence of the Director.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Demonstrates continuous efforts to improve operations, streamline work processes, and work cooperatively and jointly to provide quality and seamless customer services.
3	Develops and interprets policy and provides staff direction on implementation of policies and procedures; ensures policy and procedure compliance; recommends changes and adjustments; establishes goals and objectives for the assigned functional areas of the Public Works / Utilities Department.
4	Prepares and administers the annual budget for assigned functional areas; prepares and reviews proposals for capital improvement projects for operational impacts; administers the annual budget for capital enhancement projects.
5	Analyzes metrics; prepares, interprets, and explains complex financial and administrative reports to establish Asset Life Cycle Costing.
6	Completes planning activities. Establishes policies and procedures; identifies needs and resources; plans long range and strategic objectives; works closely with other departments, such as Engineering and Economic Development.
7	Assumes leadership role in developing and maintaining intergovernmental and regional relationships with various agencies.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”					
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.					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear.