CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Deputy Director of Public Works** **E-PLAN SG:E2-18**

DEPARTMENT: **Public Works** **CS:N FLSA:N EEO4/SOCCODE:OA/11-1021**

JOB SUMMARY:

The Deputy Director of Public Works functions as the principal assistant to the Director of Public Works with responsibility for managing daily operations and services of the Department. Assists the Director with long-range planning and budget preparation. Provides leadership and direction in the development and implementation of strategic short and long-range plans, programs, goals, performance measures and objectives for the Operations and Business Services Divisions in alignment with overall City and Departmental objectives, mission and values. Represents the Department at public meetings and other public events; engages with elected officials, policy makers and residents to support department and city initiatives. Serves as main point of contact regarding personnel issues for the Department. Acts in the capacity of Public Works Director and oversees all activities of the Department in the absence of the Public Works Director.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Public Works. Supervises assigned management staff and, through them, assigned personnel. Work is performed under general guidance and direction and in accordance with applicable federal, state and local laws and regulations. Serves as a senior member of the Public Works management team. Provides supervision, guidance, and direction to the Operations Division and Business Services Division.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides leadership and direction in the development and implementation of strategic short and long-range plans, programs, goals, and performance measures for the Operations Division of the Public Works Department in alignment with overall City and Departmental objectives, vision and values.

2. Oversees program planning and management, budget preparation and personnel administration of the Operations Division. Provides technical, administrative and financial direction to ensure efficient, effective and financially responsible division performance.

3. Oversees the Public Works Business Services Division, including asset management, administrative support services, and financial services to ensure comprehensive support across the Department. Ensures efficient, high-quality service delivery through monitoring internal and external client needs and aligning resources accordingly.

4. Coordinates collaborative planning efforts with other divisions, departments, governmental agencies, and community organizations to promote effective utilization of resources and provision of services.

5. Supervises management staff within assigned divisions in accordance with City policies and procedures. Oversees and reviews the work of direct reports, provides leadership and

motivation, hires staff and manages performance in consultation with the Director and Human Resources. Provides for appropriate training, conducts regular performance appraisals, and administers corrective action as needed.

6. Serves as primary point of contact for personnel matters for the Department. Manages employee relations by promoting open communication, collaboration and accountability. Establishes systems for staff engagement and ensures timely completion of performance appraisals. Consults with supervisors on personnel actions and addresses labor relations matters in compliance with collective bargaining agreements and personnel policies. Actively supports strategies and programs to foster an inclusive workplace and create a culture of respect and belonging.

7. Acts as a representative of the Public Works Department both internally and externally, ensuring effective communication and collaboration. Prepares and presents reports, recommendations, budgets, and issue briefings to department heads, the Mayor, City Council, boards and commissions. May represent the Director at public meetings, community events and other public settings as assigned. Serves on boards and committees as assigned to support departmental and city initiatives.

8. Serves as a technical resource to management and staff, providing expertise and guidance in the improvement of departmental programs, systems and service delivery. Stays current on emerging trends, technologies and best practices in Public Works through professional memberships, conferences, networking and research.

9. Directs or conducts research to evaluate new and existing division policies, procedures and programs. Reviews, interprets, and analyzes data, prepares reports, and makes recommendations on improvement and prioritization of division programs, projects, systems and service delivery.

10. Conducts utility rate forecasts; recommends rate adjustments and charges for water, sewer and stormwater utilities. Monitors cost of service data to maintain responsive and equitable rate structures.

11. Serves as Director of Public Works in the absence of the Director.

ADDITIONAL WORK PERFORMED:

1. Performs related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough working knowledge of Public Works Department operations and procedures and the operations of other City departments with related responsibilities.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state, and local regulations. Familiarity with area neighborhood issues and transportation concerns.
- Fiscal management including budget preparation, grant and contract administration, service and intergovernmental contract administration, cost and budget analysis, expenditure control and records management.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Applicable local, state, and federal laws, rules, regulations, policies and procedures related to the areas of assignment.

- Computer operation and a variety of software including work processing, spreadsheet, database, and other applications specific to the area of assignment.
- Safety and security hazards, precautions, standards, policies, and procedures pertinent to the area of assignment.

Skill in:
- Leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Strategic planning and development of short and long-term plans and programs.
- Estimating and analyzing costs and effectiveness of programs, monitoring information, working accurately with numbers, and interpreting statistical information.
- Communicating effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and directing preparation of comprehensive written reports, materials, and correspondence.

Ability to:
- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Use tact, discretion, respect, persuasion, diplomacy, and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other agencies or entities, department heads, co-workers, employees and diverse members of the public.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Actively contributes to an inclusive Public Works Department.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and copy machine;
  - Communicate accurate information and ideas with others;
  - Frequently move between work sites;
  - Frequently traverse uneven terrain such as work sites or undeveloped land.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, along with considerable time spent outdoors with exposure to all weather conditions on City streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Some travel to professional meetings is expected. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, business administration, public administration or related field required.
- Minimum of 5 years' progressively responsible experience in municipal Public Works, including at least three years of public works management experience.
- Professional Engineer's license or Masters Degree preferred.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: M Olinger
A. Sullivan
5/25

REVIEWED BY: _____
Joel Pfundt
Director, Public Works

REVISED BY: