



CITY OF CAMARILLO

**Deputy Director Public Works/
Environmental**

**Job Code: 528
FLSA: Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Directs, manages, supervises, and coordinates the activities and operations of the Environmental Division within the Public Works Department including water production, treatment, and distribution, wastewater treatment, and the stormwater quality management program; ensures water, wastewater, and stormwater programs are in compliance with state and federal requirements and regulations; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director, Public Works.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Environmental Division including water production, treatment, and distribution, wastewater treatment, and the stormwater quality management program; ensures compliance with all relevant state and federal requirements, laws, and regulations.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned water, wastewater, and stormwater staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates water, wastewater, and stormwater personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Develops division priorities and identifies short- and long-range goals for the Environmental Division including water supply and water quality.
8. Performs a variety of project management duties for capital improvement and maintenance projects; identifies necessary consulting services and future capital equipment needs; prepares and issues

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RFP's/SOQ's; prepares formal bid documentation issuing contracts for engineering/design and construction; selects consultants and contractors; administers schedules, expenditures, and contract compliance; coordinates meetings with various teams involved in projects; briefs City Council, City Manager, and department heads as necessary on projects.

9. Identifies and applies for state and federal grants as necessary; oversees grant related requirements including regular reporting, budget expenditures, and request for reimbursements.
10. Commissions and administers engineering studies to prepare for the impact of future development and/or more stringent environmental regulations; recommends scope and timing of appropriate capital improvements to accommodate such impacts.
11. Works cooperatively with representatives of other water and wastewater agencies to develop regional solutions to common concerns including reliable water supplies, water reclamation and reuse, and groundwater quality.
12. Serves as the liaison for the Environmental Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and makes presentations to regional committees and commissions and the public; represents the City and Sanitary District on legal matters related to utility issues.
14. Provides responsible staff assistance to the Director, Public Works; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to water, wastewater, and stormwater programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of water, wastewater, and stormwater; incorporates new developments as appropriate.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive municipal environmental operations program including water production, treatment, and distribution, wastewater treatment, and stormwater quality management.

Modern and complex principles and practices used in maintaining water, wastewater, and stormwater operations programs.

Methods, practices, materials, tools and equipment common to water, wastewater and stormwater operations program.

Principles and practices of program development and administration.

Modern principles, practices and techniques of water and wastewater treatment system quality assurance and operation functions.

Principles and practices of design, planning and development of water and wastewater treatment

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facilities.

Principles and practices of project management administration.

Laboratory methods and techniques used to measure/determine concentrations in water.

Principles and practices of cost, time and materials estimating.

Occupational hazards and standard safety practices.

Methods and techniques for detailed report preparation and writing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of municipal budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including state and federal mandates affecting the operation of a water, wastewater, and stormwater programs.

Ability to:

Oversee and participate in the management of a comprehensive environmental operations program including water production, treatment, and distribution, wastewater treatment, and stormwater quality management.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Read and interpret complex data, information and documents including technical illustrations, blueprints, maps, plans, and specifications.

Plan and organize work to meet changing priorities and deadlines.

Analyze emergency situations and respond decisively and effectively.

Meet the public in situations requiring diplomacy and tact.

Utilize public relations techniques in respond to inquiries and complaints and in organize effective programs to inform and educate the public.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective professional working relationships with those contacted in the course of work.

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil or environmental engineering or a related field.

Experience:

Eight years of increasingly responsible professional engineering experience with utility systems including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of a State of California Certificate of Registration as a Professional Civil Engineer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; some exposure to noise of plant machinery and other equipment, mechanical and electrical hazards, fumes and odors of sewage, chemicals, and gases, toxic substances such as chemicals, cleaners, solvents, and gases, and all types of weather and temperature condition; walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Johnson & Associates