

**CITY OF SANDPOINT
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY PUBLIC WORKS DIRECTOR
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
GRADE: 8
SALARY RANGE: \$92,000 – \$126,853 ANNUALLY
FLSA STATUS: EXEMPT

JOB SUMMARY:

The primary function of this employee is to perform professional civil engineering work associated with City infrastructure and assist in the planning, direction, management, and coordination of all departmental activities, spanning water/wastewater systems, streets, stormwater, fleet, and fiber. This role provides essential professional engineering support, project management, budgeting, and capital improvements oversight. The position exercises substantial independent judgment and may serve as Director in the Director's absence.

SUPERVISION EXERCISED:

May supervise assigned staff or project teams as delegated by the Director, including serving as a secondary point of leadership for manager and supervisory roles within the department.

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- May serve in the capacity as the City Engineer, if licensed; Leads and performs professional civil engineering work and coordinates with consulting engineers.
- Assists the Director in developing and implementing departmental policies, objectives, strategic plans, and performance measures.
- Acts as a key advisor to the Public Works Director on matters of departmental planning, budget management, staffing, and operations.
- Serves as Acting Director in the Director's absence or as assigned.
- Coordinates with supervisors and managers to ensure efficient delivery of Public Works services.
- Assist in planning, implementation, and supervision of departmental projects and ongoing programs across multiple infrastructure and utility systems.
- Assists in managing the daily operation and maintenance activities of water distribution, wastewater collection, water and wastewater treatment plants, stormwater facilities, and roadway infrastructure.
- Supports the technical review and preparation of engineering plans, cost estimates, specifications, and reports.
- Participates in the design, development, bidding, and management of capital improvement projects.
- Reviews and approves private development proposals, including plats, stormwater management plans, and water, sewer, and street improvements; inspect and accept related infrastructure.
- Assists in ensuring departmental compliance with local, state, and federal regulations (including EPA, DEQ, ITD, and City codes).
- Helps manage industrial pretreatment programs, water quality testing, discharge monitoring, and reporting activities.
- Aids in the preparation and administration of the department's annual operating and capital budgets.
- Assists with department budget and grant management - tracks expenditures, forecasts future funding needs, and assists with grant and funding applications.
- Participates in asset management and long-range planning efforts.
- Represents the department in meetings with City Council, Planning and Zoning Commission, other City departments, outside agencies, developers, and the public.
- Serves as technical advisor and point of contact for residents, businesses, and developers in responding to inquiries and resolving complaints regarding public works services or infrastructure concerns.
- Prepares written and oral reports, correspondence, and presentations for elected officials and stakeholders
- Participates in recruiting, training, performance evaluation, and discipline of all Public Works staff.
- Assists in developing staff training programs and succession planning.
- Supports a positive, safe, and team-oriented work culture.
- Carries out other duties and responsibilities as may be assigned by the Mayor, City Council, and Public Works Director.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment
- Laptop Computer

- City vehicles and equipment during field visits

CORE COMPETENCIES:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, fiscal programming, leadership technique, and coordination of people and resources.
- Current residential, commercial, public works, and other civil engineering design and construction methods, materials, principles and practices.
- Methods, procedures, equipment, standard practices, and objectives and standards of street construction, maintenance, and repair.
- Principles, processes, practices, and techniques of wastewater and water treatment plants, systems, and facilities.
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions.
- Contract negotiation and administration and project management methods.
- Federal (OSHA), state, local, and other applicable environmental and safety statutes, safety training and safe work practices, ordinances, and codes.
- Management skills to analyze programs, policies, and operational needs.
- Municipal budgeting methods, processes, and procedures necessary to manage assets to ensure budget constraints and timelines are met.
- Effective supervisory and leadership skills including training and development.
- Public involvement, communication, presentation techniques, and negotiation methods.
- Public hearing, review, and approval processes.
- Research methodology, statistical analysis, and evaluation of research data.
- Standard business software tools such as database management, word processing, spreadsheet, email, and Internet browser programs.

Ability to:

- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams.
- Assist in setting departmental priorities, goals, and objectives
- Research, analyze and interpret data and make recommendations.
- Analyze standards and regulations and define the impact on the City.
- Negotiate contracts and contract changes with engineers, developers, and contractors.
- Make sound decisions in accordance with laws, ordinances, regulations and established policies.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Prepare, maintain and ensure records, documents, financial accounts, and related reports are maintained in accordance with state and city requirements.
- Establish and maintain effective working relationships with coworkers, elected officials, subordinate supervisors and staff, contractors, other agencies, and the public.
- Plan, assign, direct and evaluate the work of subordinate employees.
- Develop long range planning and strategies related to current and future growth and operations.
- Demonstrate skill in operations, budget preparation, and in developing organization and staff requirements.
- Communicate effectively both verbally and in writing with the public, peers, City Council and other City employees.
- Demonstrate effective customer service and interpersonal skills with the public, City employees, supervisors and managers, other public agencies, applicants, and vendors.
- Effectively manage, organize, and delegate a high-volume workload with multiple priorities, and meet deadlines.
- Use logical thought processes, and excellent attention to detail, to interpret information accurately and develop reasonable solutions.
- Operate standard office equipment and a computer including program applications appropriate to assigned duties.
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long periods, reach with hands and/or arms to manipulate large documents such as blueprints and occasionally required to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch, and lift and/or move up to 25 pounds.

Working Conditions:

- Work is performed in a normal office environment and in a field environment at construction sites that include exposure to adverse weather conditions, heavy construction equipment, and traffic..
- The incumbent's typical working conditions are moderately quiet but may occasionally be exposed to excessive noise.
- Duties may require some evening, weekend, holiday and/or on-call work.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university with major coursework in engineering,
- Seven (7) years' experience in engineering and public works administration, including supervisory experience; or an equivalent combination of education, training, and experience which provides the knowledge and abilities necessary to perform the work.

Licenses and Other Qualifications:

- Licensed as a Professional Engineer (P.E.) in the State of Idaho (Desired)
- Valid, current Idaho driver's license (Required)

Desired Qualifications:

- Master's degree in Civil Engineering, Public Administration, or a related field.
- Certification in Project Management.
- Experience in small to mid-sized municipal government operations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.