



City of Milpitas

We invite applications for the position of: Deputy Public Works Director

Annual Salary Range: \$135,000 - \$189,000

Post Date: May 23, 2018

Close Date: **June 22, 2018, by 5:00 PM**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 77,000, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 441 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Deputy Public Works Director plans, directs, supervises, and coordinates the activities of the Water, Wastewater, and Stormwater divisions of the Public Works Department. Incumbents will oversee regulatory compliance, environmental program administration, as well as work collaboratively within the City and with other local, state, and federal agencies.

What You Will Do

Duties may include, but are not limited to the following:

- Works with all elements of the community and organizations, including City Commissions and staff to develop, delivering, and coordinate the strategies of the City's Climate Action Plan.
- Develops and implements sustainable programs, studies or initiatives related to energy efficiency, wastewater and stormwater management, and water conservation.
- Develop and maintain programs and procedures necessary to compliant with Federal, State and local environmental, health and safety laws, regulations and permits.
- Perform legislative review and advocacy activities on various environmental and compliance issues as assigned; analyze impacts, prepare position statements and/or back-up documentation, and make recommendations upon request.



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- Organize, direct, plan, implement, and coordinate a comprehensive environmental program.
 - Manage, oversee, review and participate in the divisions/functions activities such as administrative services, regulatory compliance, contract administration and/or operations.
 - Assist with the development and implementation of department goals, objectives, policies and procedures.
 - Develop and oversee assigned budget; project and forecast funding needed for staffing, equipment, materials and supplies; monitor approved budget, recommend adjustments.
 - Research and prepare a variety of highly technical and administrative reports; prepare reports to present at City Council and commissions.
 - Administer contracts, direct and coordinate the work of professional consultants and contractors.
 - Supervise, train, evaluate, and coach assigned staff.
 - Respond to inquiries and complaints from the public and regulatory agencies.
 - Conduct internal audits and identify potential areas of compliance vulnerability, risk, and develop alternative action plans
 - Evaluate operations and maintenance, recommend and implement efficiency and productivity improvements.
 - Utilize continuous improvement tools like benchmarking, and establish key process measures that meet the organization's needs.
 - Ensure that performance standards and records management requirements are met to achieve outcomes and expectations.
 - Manage complex projects that further the long-term objectives of the department and the City by identifying which quality standards are relevant to the project and determine how to satisfy them, evaluate overall project performance on a regular basis.
 - Represent the Public Works Department or City of Milpitas to outside agencies and organizations; participate in community and professional groups and committees; act as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.
 - Evaluate operations and business practices for opportunities to minimize pollution and ensure regulatory compliance.
 - Participate in long-range and strategic planning for the Public Works Department.

Experience and Education

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

Experience:

Five (5) years of increasingly responsible experience in public works, within a field related to water,



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wastewater, and storm water compliance with federal, state, and local environmental, health and safety laws, regulations and permits, or other environmental program administration.

- Two (2) years of management experience in public works, civil engineering and/or operations within a public/private agency

Education:

- Bachelor's degree from an accredited college or university with major course work in Environmental Science, Environmental Studies, Civil Engineering, Environmental Engineering, Public Administration, or a related field is required. A Master's degree is desirable.

License and Other Requirements

- Possession of an appropriate, valid California Driver's License

Special Requirements

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, reach, kneel, bend, squat and stoop in the performance of daily activities; repetitive hand movements and fine motor coordination is required when using a computer keyboard; near vision is required when writing reports and other documents, and far vision is required when out in the field; ability to attend night (evening) meetings; ability to travel to various locations within and outside the City of Milpitas; occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals; occasionally lift, carry and push office supplies weighing up to 25 pounds; exposure to the outdoors, noise, fumes, dust, wastewater and effluents, allergens and air contaminants.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position falls under the Unrepresented group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Unrepresented-MOU.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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Supplemental Questions

Please answer the following questions and submit with your application. Please limit your response to one page per question.

1. Please describe your experience in the implementation of Climate Action Plans and Environmental Sustainability strategies in the areas of: Water, Sewer, Solid Waste, Streets, Buildings, Fleet, and Parks. Which areas do you feel you are the strongest? Which areas would you need additional support?
2. Describe your management and/or administrative experience with regulatory agencies and regulatory compliance programs. Provide specific examples of the programs you led and what accomplishments you made as an administrator of those programs.
3. Describe your experience developing proposals and contracts for consultant services, and managing consultant activities on small capital projects. Please provide specific examples.