



City of Seal Beach

211 8th Street, Seal Beach, CA 90740

562-431-2527 x1336#

DEPUTY DIRECTOR OF PUBLIC WORKS / MAINTENANCE AND UTILITIES

SALARY RANGE	\$9,772.05 – \$11,877.99 per month
FILING DATE	Open Until Filled; First Review will be on November 20, 2023
POSITION TYPE	Full Time
EXAM TYPE	Open/Competitive
HOW TO APPLY	http://www.calopps.org/city-of-seal-beach
NOTE	In accordance with the City's Personnel Rules & Regulations, Section 4.07(7) and Section 4.09(B), this vacancy will be filled from an Open/Competitive Employment List.



POSITION

Under administrative direction, plans and manages the activities and operations of the Maintenance and Utilities Divisions of the Public Works Department, including water, sewer, storm drain, streets, parks and landscape, fleet, building and facilities, and beach & pier maintenance; coordinates maintenance programs, services, and assigned activities with other departments, agencies, contractors, and other parties; and does related work as required.

DISTINGUISHING CHARACTERISTICS

The Deputy Director of Public Works/Maintenance and Utilities is distinguished from the maintenance supervisors by its broader scope of responsibility for all maintenance operations, knowledge of maintenance construction and repair standards and practices, and the coordination of projects, budgeting, and contracts for employees and contractors. As compared

with the Director of Public Works, the Deputy Director of Public Works/Maintenance and Utilities does not have accountability for engineering services, or the same level of policy-making and budgetary authority.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, coordinates, and manages maintenance schedules and services involving water, sewer, streets, storm drains, parks, beach & pier, landscaped areas, fleet, and buildings and facilities, either through the work of City staff or contractors.
2. Assigns and coordinates projects with maintenance supervisors and administers major service requests, and establishes and monitors the completion of preventative maintenance services.
3. Selects, trains, motivates and evaluates public works field supervisory personnel and supporting staff; coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
4. Works with legal representatives and department director to prepare contracts for field services; establishes scope of work, estimates costs, and reviews proposals for services as part of the process of selecting and monitoring the work of contractors.
5. Evaluates the effectiveness of maintenance procedures, including the efficiency and quality of service delivery; considers methods to improve operational performance. Monitor and update standard operating procedures for department operations.
6. Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services; ensures adherence to safe work practices by maintenance personnel, including the proper containment and handling of hazardous materials.
7. Investigates and resolves public complaints related to maintenance services and inform the department director of actions taken.
8. Administers the preparation of the divisional budget for maintenance services; monitors actual costs for conformance with projected expenditures and sources of variance.
9. Prepares monthly and periodic regulatory reports for State and local public health and safety organizations, including the SCAQMD, OCSD, and State Water Resources Control Board, including reports of spills; completes a variety of activity reports and correspondence.
10. Coordinates projects and public works services with other City departments, public agencies, and rights-of-way service providers.
11. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
12. Participates in field maintenance work as needed.
13. Perform related duties and responsibilities, as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, and standards associated with the construction, maintenance and operation of municipal public works facilities, including water, sewer, and storm drains, streets, parks and landscaping, fleet maintenance, and buildings, facilities, and beach maintenance; budgeting practices; OSHA requirements governing safe workplace and work zone safety practices; federal, State, and local laws and regulations governing water, sewer, and maintenance and construction standards; purchasing methods and material costing techniques; fleet specifications and maintenance standards; research methods and analysis techniques; principles of employee training, supervision, and evaluation.

Ability to:

Plan, coordinate, and manage public maintenance services, contracts, and services; prepare clear, concise, and comprehensive reports, studies and correspondence; plan, select, train, supervise, evaluate, and discipline staff; estimate maintenance construction and repair costs; prepare and administer operating budgets; research, analyze, and evaluate new maintenance standards, technology, and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, and public and private representatives; exercise tact in investigating and resolving public complaints and issues involving the contracting and delivery of field maintenance services; operate computer equipment and use word processing and spreadsheet software applications programs.

EXPERIENCE/EDUCATION/LICENSES

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| EXPERIENCE | Six years of experience in the operation and maintenance of public works facilities and services is required, including at least three years of supervisory and administrative experience. |
| EDUCATION | High School graduation or G.E.D. equivalent is required. Possession of a Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is highly desirable. |
| LICENSES | <ul style="list-style-type: none">• Valid Class C California driver's license, acceptable driving record, and evidence of insurance.• Possession of a Grade III Water Distribution Certificate issued by the California State Health Department is desirable.• Confined space entry, trenching, and hazardous materials training and certification is required.• Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services. |

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. The sensory demands include the ability to talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach above and below shoulder level with hands and arms. The employee occasionally lifts and moves barricades, delineators, and cones weighing up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given interruptions; and interact appropriately with staff, management, City and government officials, contractors, vendors, and general public, and others in the course of work.

Work Environment:

The employee works in both office and outdoors settings and is subject to variable weather conditions and traffic. The employee is exposed to heat, mechanical and electrical hazards, chemicals, dust, and wetness inspecting and overseeing work in the field.

BENEFITS

RETIREMENT

Miscellaneous employees shall pay the full 7% of their CalPERS required contribution of their compensation earnable. The City shall provide PERS Section 21354 – 2% @ 55 for miscellaneous members. New employees/members hired on or after January 1, 2013 as defined by the Public Employees' Pension Reform Act (PEPRA) will be hired at the retirement formula in accordance with the PEPRA and other legislation.

DEFERRED COMPENSATION

City contributes 3.5% of base salary per pay period to an ICMA 457 deferred compensation program on behalf of employee.

VACATION	80+ hours per year based on years of City service.
SICK LEAVE	One (1) eight (8) hour day per month of service.
HOLIDAYS	Twelve (12) holidays per year.
ADMIN LEAVE	Forty (40) hours of administrative leave per fiscal year.
INSURANCE	The City provides a comprehensive insurance program through a full flex cafeteria plan for all full-time employees, including health, dental, and vision plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.
LIFE INSURANCE	City contributes (100%) towards a \$50,000 life insurance policy.
TUITION REIMBURSEMENT	Tuition Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full- time undergraduate enrollment.
SECTION 125 PLAN	Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

SELECTION PROCEDURE

Please note that only online applications submitted via CalOpps are being accepted for this recruitment. Faxes, emails, or postmarks will not be accepted.

Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Appointment is subject to any or all of the following: pre-employment medical and fingerprinting processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. A probationary period of six (6) months must be served by each employee.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.