

# Deputy Director of Public Works

**Filing Period: February 1, 2018 – March 1, 2018**

**Salary Range: \$114,067 - \$138,632**

**Plus generous benefits package**



## ***The Opportunity***

This management-level position is unrepresented and will be filled as part of the District's succession planning as the assistant to the Director of Public Works in the overall administration of the Department. The Department of Public Works is responsible for the development, planning, project management, design, construction, operation, and maintenance of roads, bridges, parks, sewer facilities, water facilities, flood control and water conservation facilities, code enforcement and regulatory and ministerial programs for the Mountain House Community Services District. In addition, the Department is responsible for providing the capital project management of District facilities, which includes coordinating the design and construction activities.

## ***Examples of Duties***

- Reports directly to the Public Works Director
- Oversees the day-to-day operations of the Department.
- Acts for the Director of Public Works in his absence, including conferring with the Board of Directors, the General Manager, and their designees to discuss issues, coordinate activities, and resolve problems.
- Has direct responsibility for administering multiple areas of responsibility.
- Assists the Director in the development of strategies, policies, and programs in conjunction with the Board of Directors, the General Manager and other District department executives to achieve the District's strategic objectives.
- Develops, recommends and implements management concepts, objectives, policies, and systems for carrying out the work of the Department.
- Assists the Director in managing the emergency operations of the department during/after major events, such as earthquakes, fires, flooding, and land/mudslides.
- Assists the Director as liaison and spokesperson with legislative bodies and other public and private organizations on matters related to Department activities and financing.
- Assists the Director in addressing critical personnel matters pertaining to major recruitment efforts, risk management issues, and media relations.
- Establishes and maintains effective working relationships with other District departments, government agencies, the business community, and the public.
- Creates an organizational culture that values diversity, recognizes and rewards reasonable risk taking, and encourages creative thinking and innovation.
- Responsible for the review of plans, specifications, and standards in an efficient, timely manner.
- Responsible for updating and maintaining Infrastructure Construction Design 'Standards and Specifications'.

## **Qualifying Experience and Licenses**

Demonstrated knowledge, skills, and abilities required in managing any branch within the Department of Public Works as Deputy Director of Public Works.

**LICENSES:** A current California Certificate of Registration as a Registered Civil Engineer. A valid California Class C driver's license.

## **Benefits Package**

The MHCSD offers an excellent benefits package including medical, dental, vision, 457 deferred compensation, retirement, life insurance, paid holidays and sick leave. Sick leave conversion and relocation expenses are negotiable dependent on qualifications.

## **Candidate Selection**

Each candidate's experience and qualifications will be evaluated based on information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process and interview. A final interview of the top candidates will be conducted for final selection.

## **Filing Instructions**

Qualified candidates are invited to submit a statement of interest, a completed District application, and the applicant's resume detailing education completed, positions held, current salary and special qualifications. Resume should include the following:

- Information required to determine if the candidate meets the Qualifying Experience, Licenses, and Desirable Qualifications sections of this recruitment announcement.

Please submit resume, cover letter, District application and record of accomplishments to the following e-mail address: [nadamo@sjgov.org](mailto:nadamo@sjgov.org) by 5:00 pm on March 1, 2018. Indicate the position title of Deputy Director of Public Works in the subject line of your e-mail. Electronic submittals are preferred but hard copy submittals will also be accepted at the following address:

230 S. Sterling Drive, Suite 100  
Mountain House, CA 95391

### **Questions**

#### **Contact:**

Nicole Adamo  
Mountain House Community Services District  
209.831.2300  
[nadamo@sjgov.org](mailto:nadamo@sjgov.org)

## *Desirable Qualifications*

- Extensive experience in a diverse engineering public agency, with direct management responsibility for a wide range of civil engineering specialties or areas, such as land development, planning, building codes, capital project management, community improvement districts, construction, design, flood control, fleet management, industrial waste regulations, land management, lighting districts, maintenance, mapping, road systems, sanitation, soils and materials, solid waste management, storm water quality, surveying, transit operations, transportation/traffic right-of-way engineering, water resources, and water systems.
- Demonstrated ability to work effectively with senior management, elected officials, other legislative bodies, and the public.
- Knowledge of federal, state, and local regulatory codes pertaining to buildings, industrial waste, solid waste, water quality and supply, pollution control, streets and highways and vehicles.
- Municipal design plan check experience.
- Enforcing infrastructure construction design standards and specifications.
- Experience in managing wet utilities, such as water treatment, wastewater treatment, and stormwater operations, maintenance and permitting.
- Administrative experience in performing Public Works business practices in an efficient and effective manner.
- Experience in, or knowledge of, organizational analysis techniques required to identify and consolidate functions and to assess systems and personnel resources required to carry out such functions.
- Demonstrated experience in public relations and human resources management.
- Experience working with professional organizations in the public works arena, such as the American Public Works Association, American Society of Civil Engineers, County Engineers Association of California, International Code Council, National Association of Flood and Stormwater Management Agencies, National Fire Protection Association, Solid Waste Forum, Urban Water Institute, and the Western Council of Construction Consumers.
- Strong leadership skills, demonstrated by the ability to influence, motivate and challenge people to implement strategies, achieve objectives, and demonstrate core values.
- Strong verbal and written communication skills.
- Advanced education in engineering, business, or public administration.