

## **PUBLIC WORKS DEPUTY DIRECTOR**

### **Job Description**



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

### **JOB SUMMARY**

The City of Chandler Public Works Deputy Director assists the Public Works Director in overseeing the planning, development, maintenance, and operation of the city's infrastructure and public facilities. This role involves providing leadership and management support to various divisions within the public works department, including streets, utilities, parks, and engineering, to ensure efficient service delivery and compliance with regulatory standards. Work is performed under the administrative direction of the Public Works Director and is reviewed through performance reviews and results obtained.

### **ESSENTIAL JOB FUNCTIONS**

- **Strategic Planning Support:** Assist in developing and implementing strategic plans, goals, and objectives for the public works department in alignment with the city's vision and priorities.
- **Operations Oversight:** Support the oversight of day-to-day operations of public works divisions, including streets, water, sewer, solid waste, parks, facilities, and fleet management, to ensure effective performance and service delivery.
- **Budget Management:** Assist in developing and managing the department budget, including fiscal planning, resource allocation, expenditure tracking, and financial reporting, to ensure fiscal responsibility and accountability.
- **Infrastructure Maintenance Coordination:** Coordinate maintenance and repair activities for streets, sidewalks, bridges, utilities, parks, buildings, and other public assets to ensure safe, reliable, and efficient operation.
- **Capital Project Support:** Provide support for managing capital improvement projects, infrastructure upgrades, and construction initiatives, including planning, design, implementation, and quality control.

- **Regulatory Compliance Assistance:** Support efforts to ensure compliance with federal, state, and local regulations, codes, and standards related to public works operations, environmental protection, safety, and accessibility.
- **Emergency Response Coordination:** Assist in coordinating emergency response and disaster recovery efforts for public works infrastructure, utilities, and facilities during natural disasters, severe weather events, and other emergencies.
- **Community Engagement:** Engage with residents, businesses, neighborhood associations, and community groups to address concerns, gather feedback, and communicate public works initiatives, projects, and services.
- **Contract Management Support:** Assist in managing contracts, agreements, and procurement processes for public works services, construction projects, and vendor relationships, including bid solicitation, evaluation, negotiation, and oversight.
- **Staff Supervision Assistance:** Provide support for leadership, direction, and supervision to public works staff, including recruitment, training, performance management, and professional development activities.
- **Interagency Collaboration:** Collaborate with other city departments, agencies, utilities, and external stakeholders to coordinate infrastructure planning, development, and maintenance efforts and leverage resources and expertise.

## **QUALIFICATIONS**

**Education, Training, and Experience:** Minimum of an Oklahoma Department of Environmental Quality level C water and wastewater license or the ability to obtain required; five years of progressively responsible experience in public works management, engineering, or related field, including supervisory or managerial experience preferred.

### **Special Requirements:**

- Possession of a valid Oklahoma driver's license, or the ability to obtain one.

### **Knowledge, Skills and Abilities:**

- Strong leadership, communication, negotiation, and problem-solving skills.
- Ability to understand and follow oral and written instructions in English.
- Ability to communicate clearly in writing and verbally in English.
- Knowledge of federal, state, and local regulations, standards, and best practices related to public works infrastructure, utilities, and facilities.
- Proficiency in project management, budgeting, and financial analysis.
- Ability to operate a motor vehicle safely.

### **PHYSICAL DEMANDS**

- Work involves a combination of office work and fieldwork, including site visits, inspections, and meetings.
- Ability to lift, carry, push, or pull objects weighing up to 50 pounds and perform physically demanding tasks as needed.

### **WORK ENVIRONMENT**

Work is performed both indoors and outdoors, often in adverse weather conditions and unpredictable environments. Exposure to construction sites, heavy equipment, traffic, and hazardous materials may occur during fieldwork.

### **HOURS OF WORK**

Monday through Friday, 7:00 am to 4:00 pm. Flexibility in scheduling may be necessary to accommodate departmental priorities, project deadlines, and emergency situations.