

CITY OF BURBANK

ASSISTANT PUBLIC WORKS DIRECTOR - WASTEWATER SYSTEMS

DEFINITION

Subject to administrative determination of policy to plan, organize and direct the Water Reclamation and Sewer Division of the Public Works Department; and do related work as required.

ESSENTIAL FUNCTIONS

Directs and implements goals, objectives, and policies; plans, assigns, coordinates, and directs the work of engineers and field personnel engaged in Public Works Sewer and Water Reclamation functions; directs and monitors the preparation of long-range programs, work schedules, methods, and operations of appropriate Public Works functions; directs the City's Sewer and Water Reclamation offices and field engineering activities, regulatory activities, and treatment and disposal of sewage and industrial waste; oversees the City's sewer, storm drain and water reclamation capital programs and projects; recommends the selection of consultant services for plans, reports, and studies relative to citywide sewer or storm drain improvement projects; oversees operations in connection with residential and industrial waste monitoring, water reclamation, treatment, and conveyance of sewage, including the submittal of compliance reports to environmental regulatory agencies; specifically oversees the National Pollutant Discharge Elimination System (NPDES) program; administers related contracts and agreements; assists in budget preparation, expenditure control, and record-keeping; confers and coordinates with other departments and jurisdictions on related public works matters; confers with the Public Works Director on policies, strategies, and related programs; reviews and responds to developmental reviews; conducts investigations to resolve complex problems; designs, implements, and maintains computer programs relating to appropriate functions; effectively supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action up to and including termination; prepares written reports and recommendations; oversees other public works operations as required; attends City Council and other evening meetings as directed; represents the Public Works Director as directed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – methods, equipment, materials, and operating practices involved in public works operations; the principles and practices of civil, structural, hydraulic, and sanitary engineering related to municipal public works design; the principles and practices of sound personnel management and supervision.
- Ability to – effectively prepare and present budget estimates and comprehensive reports; coordinate, supervise, and evaluate the work of others; meet established deadlines; prepare and monitor contract documents; read and interpret engineering plans; effectively plan, lay out, administer, and coordinate the work of office and field personnel; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, bargaining groups, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, a Bachelor of Science degree from an accredited college with major work in civil or environmental engineering, and six years of progressively responsible professional administrative and supervisory management experience with responsibilities for planning and directing difficult and complex municipal civil engineering projects. A graduate degree in Engineering, Public Administration, or closely related field is desirable and may be substituted on a year-for-year basis for up to two years of the required professional and administrative experience.

License/Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a professional engineer with the California State Board of Registration for Professional Engineers and Licensed Land Surveyors.

SUPPLEMENTAL INFORMATION

None.