

## CITY OF BURBANK

### ASSISTANT PUBLIC WORKS DIRECTOR/STREET & SANITATION

#### DEFINITION

Subject to administrative determination of policy to plan, organize and direct the Street and Sanitation 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, through supervisors, a program of street and alley maintenance and repair work, including street and alley resurfacing, patching, cleaning, sewer line maintenance, and a residential and commercial refuse collection program; may oversee the recycling operation and other Public Works operations as needed; may oversee a public information program, administers a wide variety of contracts relating to bin graffiti removal, weed abatement, street construction, recycling and refuse collection; maintains a job safety program; participates in the design, implementation, and maintenance of computer programs relating to street, refuse and sewer line management; prepares a wide variety of reports relating to all areas of street maintenance, refuse collection, and sewer maintenance; represents the department in street and sanitation matters at meetings; coordinates with other departments to resolve street and sanitation issues; oversees related capital projects and work program items; assists in budget preparation and forecasting, expenditure control, cost accounting and record-keeping for street, sanitation, and sewer maintenance; makes recommendations relative to the Sanitation Enterprise Fund; interacts with department managers and the public to resolve problems and coordinate activities; effectively supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; attends City Council and other evening meetings as directed; acts as the Public Works Director as directed; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - the methods, equipment, materials and operating practices involved in street, sewer, and sanitation; the principles of sound personnel management and supervisory practices; specifications and engineering plan development.
- Ability to – effectively prepare and present budget estimates and comprehensive reports; prepare cost estimates and forecast rates; meet established deadlines; prepare and monitor contract documents; effectively plan, lay out, administer and coordinate the work of office and field personnel; coordinate, supervise, and evaluate the work of others; 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 six years experience in public works field operations, including two years of responsible supervisory experience in the street maintenance and/or sanitation collection and completion of two years of college in public administration, supervision, or a related field. NOTE: Experience may be substituted for the education requirement on a year-for-year basis.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.

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Civil Service Exempt  
FLSA Exempt