



DEPUTY DIRECTOR OF PLANNING AND PUBLIC WORKS

Department: Planning and Public Works
Job Class #: 164800
Pay Range: Executive 14

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible professional work in the management and administration of the Planning and Public Works Department. An employee in this classification exercises a considerable amount of independent judgment and initiative in the administration of the division and in the performance of special projects. Responsibilities include managing and evaluating the work of professional, technical and clerical staff engaged in Structural Engineering, Sustainable Resources, Wastewater Utility, Surface Water Management, Roads Maintenance, Airport and Ferry Services and technical support activities. This position reports to the Director of Planning and Public Works Department. In the absence of the Director or as delegated by the Director, this classification is responsible for departmental operations.

ESSENTIAL FUNCTIONS:

- The Deputy Director of Planning and Public Works acts on behalf of the Department Director and assumes the duties of the Director in his/her absence or as directed.
- Assist in overall management of the department. Has overall management and oversight responsibility for Structural Engineering, Sustainable Resources, Wastewater Utility, Surface Water Management, Roads Maintenance, Airport and Ferry Services and technical support activities. .
- Identify problem areas and work to develop solutions.
- Review proposals for legislative change for fiscal and organizational impact on County operations, develop County position on proposed legislation, prepare written analyses of proposed legislation and testifies before various legislative committees in support or in opposition to proposed legislation.
- Coordinate projects and activities with other departments, agencies, municipal entities, citizen and other special interest groups.
- Evaluate division policies and delivery systems, identify areas for improvement and implement alternatives designed to improve operations, enhance Total Quality Management initiatives, and stimulate the Department’s attainment of departmental and County goals.
- Oversee the preparation of divisional business and strategic plans and assist the Director with departmental business and strategic plans.
- Evaluate regional government services provided or proposed, consider alternatives and recommend departmental direction.
- Participate in the development and administration of service contracts.
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences
- Conduct performance evaluations and develop performance measures and standards
- Ensure consistent interpretation and application of laws, rules, policies and procedures.

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- Participate in the development of County proposals for amendments to collective bargaining agreements and analyze the impact of both County and labor proposals. Recommend changes to mandatory subjects of collective bargaining including wages, hours and working conditions. Assist in coordination and processing of disciplinary matters, and in developing responses to grievances and complaints filed.
- Review and analyze a variety of legislation, plans, and programs such as the Growth Management Plan, Capital Facilities Plan, and Emergency Management Plan (among others), identify potential for modification to department programs to ensure compliance and support modifications and implementation as appropriate within County goals and legal requirements.
- Participate in, develop, review or evaluate project proposals, grant applications, contracts, project closure documents, service requests, response to public and County Council inquiries and make recommendations as appropriate.
- Review departmental needs and coordinates with County and other sources to provide for support services and departmental organizational development and training needs.
- Assists in the development and monitoring of departmental budgets and financial strategies; and evaluates and prepares division budget, makes budget presentations to County administrative officials and/or the County Council as required and works with managers to develop enhancements to service delivery.
- Prepare a variety of written reports, analyses, summaries and other documents in support of departmental initiatives and resulting from work performed.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER FUNCTIONS:

- May advise groups or make recommendations in all areas of departmental concern.
- Perform other job functions as required.

SUPERVISION EXERCISED AND RECEIVED: Work is generally performed with limited guidance and direction from the Director of Planning and Public Works and is reviewed by written reports and analyses, direct observation, and results achieved. The Deputy Director of Planning and Public Works has full supervisory responsibility for unit managers and staff who report directly or indirectly to them.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment requiring sitting for prolonged periods, with exposure to typical office noise and frequent interruptions. The Deputy Director of Planning and Public Works may occasionally make field visits.

N:\CD\CD Online\ Deputy Director of Planning and Public Works

Originally – Deputy director of Public Works and Utilities 01/96; Revised: 11/03, 02-08 (format), 11/08

Deputy Director of Planning and Public Works: 5/17, 11/18 Corrected Job Profile Number

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and unassisted lifting associated with the job duties is required. This position requires the ability to sit for prolonged periods of time. The lifting requirement for this job class is 20 lbs. or less.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Significant knowledge of departmental operations, interaction between governmental agencies, and legislation and state/county legislative processes.
- Public works and utility services and relationships with other governmental agencies.
- Ordinances and rules pertaining to departmental services, delivery and processes.
- Management principles, practices and effective supervisory, personnel management, and office practices.
- Contract negotiations and legal implications.

SKILL IN:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Plan, coordinate, assign, and monitor plans, programs and functions.
- Negotiate effectively with County officials, other governmental liaisons, private developers and other citizens.
- Communicate effectively with a diverse array of employees, citizens, businesses and special interest groups.
- Communicate effectively orally and in writing.
- Write clear, concise and accurate reports and recommendations.
- Establish and maintain effective working relationships with other County employees and officials, legislative representatives, representatives from other governmental agencies, interested citizens, and others.
- Identify needs and to develop and implement action plans.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

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- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor degree in engineering or a closely related field plus nine years of progressively responsible experience in public works or utilities management OR any equivalent combination of experience and education is required. Licensed as a Professional Engineer by the State of Washington or the ability to obtain such registration within six months of employment.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete all required background investigations.