



Job Title: Deputy Public Works Director/Utilities Division Manager
Department: Public Works
Reports To: Public Works Director
Salary Range: \$95,620 - \$142,337
Hiring Range: \$95,620 - \$118,978

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 01/2023	Revision Dates: 08/25/2023	

JOB SUMMARY

This position reports to and provides highly responsive and complex support to the Public Works Director. The Deputy Public Works Director/Utilities Division Manager plays a crucial role in overseeing and managing various operations within the Public Works department. This position assists the Public Works Director in planning, organizing, and directing departmental activities related to infrastructure maintenance, construction, and public services. The Deputy Public Works Director/Utilities Division Manager works collaboratively with other department heads, staff members, and external stakeholders to ensure efficient and effective delivery of public works services. The Deputy Public Works Director/Utilities Division Manager will oversee the daily operations of the Public Works Department.

ESSENTIAL FUNCTIONS

- Assist the Public Works Director in developing and implementing departmental goals, policies, and procedures.
- Provide leadership and guidance to staff members within the Public Works department.
- Collaborate with other departments, agencies, and contractors to coordinate and manage public works projects and programs.
- Manage the planning and execution of construction projects, ensuring compliance with regulations, budgets, and timelines.
- Supervise and evaluate staff performance, provide training and development opportunities, and address any personnel issues.
- Participate in budget development and monitor expenditures to ensure fiscal responsibility.
- Represent the Public Works department in meetings, public hearings, and community events.
- Foster positive relationships with community members, stakeholders, and elected officials.
- Grant and Funding Acquisition: Proactively identify, pursue, and secure grants and funding opportunities to support Public Works Improvement Projects. Plans, organizes, and directs the activities of staff involved in the Utilities Division.
- Fleet Management: Oversee the acquisition, maintenance, and disposal of the organization's fleet of vehicles and equipment. This includes developing and implementing fleet management policies, procedures, and standards to ensure optimal utilization, cost-effectiveness, and compliance with regulations.
- Plans for existing and future equipment and facility needs.
- Writes or directs the preparation of comprehensive management reports.
- Develops policies and programs to ensure compliance with federal, state, county and local laws and regulations.
- Participates and leads various interdepartmental project groups, special projects, and task forces.
- Researches and responds to questions or problems raised by Town Council and Town Manager staff, other Town departments, outside agencies, and the public.



- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- May also be assigned other duties as necessary to support the overall functioning of the department. These additional duties could vary depending on the specific needs and priorities of the organization.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and practices of civil engineering.
- Strong knowledge of public works principles, practices, and regulations.
- Fleet Program Management: Knowledge or experience in managing a fleet program is essential. This includes understanding fleet maintenance and repair processes, vehicle procurement and disposal, budgeting and financial management, inventory control, and compliance with relevant regulations and safety standards. Familiarity with fleet management software and technologies is also beneficial.
- Solid Waste Management Program Management: Knowledge or experience in managing a solid waste management program is another important skill. Knowledge of waste management technologies, environmental sustainability practices, and community outreach strategies is valuable.
- Knowledge of principles and practices of supervision, personnel administration, and leadership skills.
- Knowledge of Federal, State, Local Laws, and regulations pertaining to the Town and Public Works Department operations.
- Knowledge of municipal finance, budgeting, and contract administration.
- Excellent leadership and management skills, with the ability to motivate and inspire a diverse team.
- Sound decision-making and problem-solving abilities, with a focus on finding innovative and practical solutions.
- Ability to work cooperatively with other employees and the public.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to evaluate technical information and statutes and arrive at valid recommendations based on data.
- Ability to communicate orally with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Ability to produce technical and non-technical written documents with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Ability to comprehend and make inferences from written materials.
- Ability to provide leadership in implementing Town and department policies and programs.
- Ability to work safely without presenting a direct threat to self or others.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Engineering, Construction Management, Public Administration or related field. .
- Five (5) years' progressively responsible experience working in public works, engineering, utilities operations, solid waste management, or a related field; **OR**
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

PREFERRED QUALIFICATIONS

- Master's Degree in a related field.

REQUIREMENTS

- Successful completion of a criminal background check prior to beginning employment with the Town.
- Valid Arizona Driver's License or the ability to obtain an Arizona Driver's License within ten days of hire.



This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers.

THE TOWN OF SAHUARITA IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT