



City of Tempe

DEPUTY PUBLIC WORKS DIRECTOR – ENGINEERING / CITY ENGINEER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	043	<i>Department:</i>	Public Works
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

****This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Receives direction from the Public Works Director.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of professional engineering experience in public facility and/or infrastructure engineering, including three (3) years of supervisory responsibility.
<i>Education:</i>	Bachelor's degree from an accredited college or university in civil engineering, structural engineering, construction engineering, architecture or a degree related to the core functions of this position.
<i>License/Certification:</i>	<ul style="list-style-type: none"> Registered as a Professional Engineer in the State of Arizona or required to obtain registration as a Professional Engineer in the State of Arizona through reciprocity within six (6) months of hire. Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To develop, plan, manage, implement, and review Engineering Division goals and objectives that align with the department's goals and objectives; to recommend division policies and procedures; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative

assistance and serve as a technical advisor to the Public Works Director related to assigned area of Engineering.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Perform statutory duties of City Engineer as prescribed by State law and the Municipal Code; enforce and administer Floodplain program.
- Manage, evaluate, and coordinate the functions and activities of the Engineering Division including capital improvement, project planning, design, construction and contracting, mapping, field survey, public right of way programs, GIS and dry utility permitting.
- Provide leadership and model principled-based management to include selection, training, motivation, and evaluation of personnel; provide pro-active performance planning utilizing performance management tools.
- Assist Public Works Director in formulating strategy and informing plans such as the Capital Improvement Program and the Special Funds Long Range Financial Forecasts; coordinate the preparation of capital and procurement of capital projects, operating budgets, and grant activity; investigate, pursue, administer, and monitor federal grants for services and projects.
- Develop, plan, and implement division goals and objectives in concert with department goals and objectives; recommend and administer procedures and guidelines; review and evaluate work products, methods, and procedures.
- Coordinate division activities with those of other divisions, departments, outside agencies, citizens, and neighborhood organizations.
- Provide assistance to the Public Works Director in support of the City Manager and City Council including preparing and presenting staff reports, recommendations and technical reports related to division matters.
- Prepare complex and sensitive reports and permits for State and Federal regulatory agencies.
- Assist the Public Works Director to foment strategic management philosophy with associated metrics in the business practices of the department; support the director in evaluating division performance against best in class and best in valley peer analysis.
- Advise and participate on boards, commissions, neighborhood and other meetings, act as a liaison to the business community, citizen groups, contractors, legislature, and other government entities.
- Manage the development and administration of the division budget; develop, administer, monitor, and evaluate inter-governmental agreements and contracts.
- Act as a lead in the annual development of a strategic management program with the department, city, and City Council strategic priorities.
- Manage the preparation of agenda items for the City Council, council committees and boards and commissions.
- Respond to and resolve difficult and sensitive inquiries, complaints, and requests for services from citizens in an open and creative manner; communicate and provide information to the public through correspondence, interviews and telephone calls.

- Manage the evaluation, selection and administration of outside consulting contracts; evaluate and prepare recommendations regarding the retention of consultants.
- Assist the Public Works Director in facilitating the integration and planning of capital improvement projects to ensure seamless delivery to the community.
- Represent the Public Works Director at meetings by making presentations to explain program or project status; answer questions or arrange for compilation of data to assist in decision making.
- Advise and direct section managers of problems relating to activities within their sections for efficiencies within the department.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Collaborate with Public Works Director’s designees to maintain effective and consistent labor relations and support open dialogue with employees on a regular basis.
- Foreshadow emerging trends in construction execution, construction procurement, delivery techniques and resource needs.
- Study and document the efficacy of various construction delivery techniques to ensure the city receives the best value procurements; study and evaluate the effectiveness of various green building programs and pilot green building strategies in support of city-wide sustainability efforts.
- Advise on the installation of all public improvements in subdivisions and developments. Prepare and implement long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Review and approve plans and specifications, designs, environmental documents, permits, reports and studies.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY

Effective January 2010

Effective March 2019 (update job title change, distinguishing characteristics, min quals & essential functions)

Effective May 2024 (Eng & Transp Reorg; job title/duties change to Dep PW Dir – City Eng)