

# City of McAllen

## Job Description Report

**Job Title: Sanitation Administration-  
Deputy Director of Public Works**



### Basic Information

---

Effective Date:	6/6/2017	Revised Date:	12/11/2019
Department:	Sanitation Administration	Supervises:	0
Classification:	Exempt/Salary	Pay Basis:	Salary
Reports To:	Director of Public Works	Pay Status:	Full Time
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	9-10	Salary Range:	D.O.Q. -

---

### Job Description

Under administrative direction, the Deputy Director of Public Works is responsible for assisting the Public Works Director in supervising, planning, directing, managing and overseeing all the activities and operations of assigned functions within the Public Works Department. Employee exercises direct supervision over management, supervisory, professional, technical and clerical staff. The Department of Public Works includes the Division of Solid Waste, Recycling, Streets, Drainage and Fleet Maintenance.

## **Job Responsibilities**

- 0.00
1. Under general direction, the Deputy Director of Public Works plans, conducts, operates, and evaluates all of the Public Works functions.
  2. Manages and administers the services and activities of several functions within the Public Works Department including Street Maintenance, Drainage Operations, Solid Waste Collection, Recycling and Fleet Maintenance.
  3. Participates in the development and implementation of goals, objectives, policies and procedures for Public Works, Engineering programs and projects.
  4. Monitors and evaluates the level of efficiency and effectiveness of service delivery methods and procedures, and conducts a variety of organizational studies, investigations and operational studies; recommends modifications to Public Works programs, policies and procedures.
  5. Assists in selecting, training, motivating and evaluating Public Works personnel; including, but not limited to the development, management and implementation of a department wide safety program.
  6. Plans, proposes, and oversees the completion of Public Works capital improvement projects.
  7. Supervises the development and administration of the department's budget.
  8. Provides staff support to various city departments, a variety of boards, city commission, neighborhood groups, special interest groups, and other agencies; attends and participates in professional group meetings; responds to and provides responses to citizen inquiries, complaints, and requests for services, prepares reports and correspondence as required.
  9. Explains, justifies and defends Public Works Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.
  10. As directed by the Director of Public Works, provides staff assistance to the City Manager, Assistant City Managers, City Engineers and City Commission.
  11. Serves as the Director of Public works in his or her absence.
  12. Performs other job related duties and responsibilities as needed to meet the overall department goals and objectives.

## **Knowledge, Skills and Abilities**

- |                      |   |
|----------------------|---|
| Minimum Requirements | <ol style="list-style-type: none"><li>1. Job requires a bachelor's degree from an accredited university with major coursework in Public Administration, Engineering, Business Administration, or a work-related field.</li><li>2. Job requires a minimum of five (5) years of progressively responsible related work experience including supervisory experience.</li><li>3. Municipal government experience with practical experience in engineering projects, emergency management, and establishing efficiencies is highly desired.</li><li>4. Must possess a valid Class "C" Texas Driver's License.</li><li>5. Job requires ability to communicate with tact and diplomacy as well as strong managerial, decision making, and planning skills.</li></ol> |
|----------------------|---|

## **Physical Requirements**

- |                  |  |
|------------------|--|
| Physical Demands | <ol style="list-style-type: none"><li>1. Employee works in an office setting free of environmental hazards.</li><li>2. Employee exerts up to 25-50 pounds frequently and 50-80 pounds occasionally handling file boxes and other office equipment.</li></ol> |
|------------------|--|

**Additional Information**

1. This position has direct supervisory responsibilities of over 75 employees and indirect supervisory responsibilities of over 125 other employees.
2. This position is a safety sensitive positions subject to alcohol and drug testing.

**Disclaimer**

This job description summarizes essential job functions and minimum job requirements for entry level work and typical duties illustrative of the type of work customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of McAllen are employment at will positions. Job descriptions are subject to periodic updates and modifications. The City reserves the right to change work assignments and other aspects of a job. The City of McAllen is an Equal Employment Opportunity Employer, and does not tolerate unlawful discrimination or harassment based on race, color, sex, religion, national origin, age or any other protected status under applicable federal, state or local laws.

\_\_\_\_\_  
HR Signature / Date

\_\_\_\_\_  
Hiring Manager Signature / Date