

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT DIRECTOR OF WATER AND SEWER UTILITIES
(JOB CODE 014)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------------|-----------------------|--------------------|
| Water and Sewer Utility | Director | Exempt |

CLASS SUMMARY

This is a management position in the unclassified service. Under the general direction of the Director of Water and Sewer Utilities, the Assistant Director will be assigned the responsibility to oversee/supervise one or more of the divisions in the City's Water, Wastewater, Recycled Water and Solar Utilities; exercises independent judgment and discretion; manages employees; formulates administrative policies for the effective use of assigned staff; and acts in the capacity of the Director of Water and Sewer Utilities in his/her absence. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management position in which the incumbent operates within a broad range of independence, following general guidelines or professional standards in accomplishing assignments. Assignments are broad in scope and carried out with a significant degree of latitude and independence. This position is distinguished from the higher-level Director of Water and Sewer Utilities in that the latter has overall department-wide authority and responsibility. The Assistant Director assumes responsibility for projects in multiple divisions and may act as the Director of Water and Sewer Utilities in their absence.

As a member of the City's unclassified service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager or City Attorney. An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in engineering or an approved related field, and
- Four (4) years of increasingly responsible experience in the water, wastewater, recycled water and/or solar utility industries, at least one year of which shall have included management and supervision of professional and paraprofessional staff.
- An advanced degree in engineering, management, business or public administration is desirable.

ACCEPTABLE SUBSTITUTION

None

LICENSES /CERTIFICATIONS

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

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DESIRABLE QUALIFICATIONS

- Possession of a Water Distribution Operator's Certificate D4 or D5 issued by the California Department of Public Health is highly desirable.
- Possession of a Grade 3 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association is highly desirable.
- Registration as a Civil Engineer by the California State Board of Registration for Professional Engineers is desirable.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

- Plan, develop, and manage the activities of the Water, Wastewater, Recycled Water, and Solar Utilities of the City of Santa Clara;
- Plan, organize, and manage water, wastewater, recycled water and solar engineering projects from the preliminary design stage to the completion of construction and installation;
- Coordinate departmental activities with other City departments, governmental entities, contractors, developers, water suppliers, wastewater treatment facilities, joint powers authorities, and the department's customers;
- Work with departmental and other City staff in: planning utility improvements, deploying staff and resources, solving organizational and human resources problems, setting rates, securing financing for projects, administering revenue bonds and other debt arrangements, ensuring regulatory compliance, preparing reports on departmental activities, and reviewing and recommending positions on Federal and State legislation;
- Prepare, submit, and manage the annual Capital and Operating budgets for the Water & Sewer Divisions within the guidelines provided;
- Plan, prepare, and administer Capital Budget projects;
- Prepare, award, and administer contracts and agreements as required;
- May be required to make presentations to the City Council and other City boards and commissions and represents the department and/or the City in front of a variety of outside groups;
- Recommend for selection and termination, train and assign staff, assigns, coordinate and review work of staff;
- Perform specialized technical studies and investigations;
- Prepare complete and comprehensive reports and make recommendations on departmental problems;
- Confer with and assist the Director of Water and Sewer Utilities in the development of departmental long-range plans, goals and objectives;
- Respond directly, or delegate responses when appropriate, to customer inquiries;
- Assist in the preparation of the department operating and capital improvement budgets;

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- May act as the Director of Water & Sewer Utilities in his/her absence; and
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices and methods as applied to the planning, design, construction, operations and maintenance of municipal water, wastewater, recycled water and solar energy systems;
- Pertinent Federal, State and local laws, codes and ordinances(e.g. Federal Clean Water Act, OSHA, DOT, California Title 22 water and recycled water requirements, etc.);
- Principles and practices of human resources and public administration;
- Principles and practices of municipal labor relations;
- Effective leadership, organization and management principles and practices;
- Principles of management, supervision, training and performance evaluation;
- Office safety practices, procedures and standards;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Problem solving and conflict resolution practices and techniques; and
- Principles and practices of budgeting, communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and expectations.

Ability to:

- Provide leadership and management in the department through coaching, enabling and facilitating employees working in a team environment;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate the Water Engineering Division, which operates seven days a week, including nights and weekends;
- Creating a culture that is conducive to change and that is able to select, recruit retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting and developing effective partnerships with other departments, employees, City bargaining units, citizens, businesses and other groups;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare clear, complete, accurate, concise and logical written and oral reports;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;

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- Communicate a strong positive vision of the future of the Water & Sewer Utilities Department;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs;
- Ensure compliance with regulatory, code and other legal requirements;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information from variety of sources;
- Prepare and present clear, complete, accurate, concise and logical written and oral reports;
- Develop creative and practical solutions to complex and difficult problems;
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of the Director of Water and Sewer Utilities or other manager as assigned.

SUPERVISION EXERCISED

Manages professional, paraprofessional, administrative and other staff as assigned.

SPECIAL CONDITIONS

May be required to work unusual hours, including evenings and weekends, and to be available on an on-call basis.

CONFLICT OF INTEREST

Incumbents in this classification are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Est. 05/2008; Rev. 07/2025