



City of Hyattsville (MD)

DPW Deputy Director – Infrastructure and Projects

SALARY	\$42.87 - \$58.82 Hourly \$89,169.00 - \$122,344.00 Annually	LOCATION	Department of Public Works
JOB TYPE	Full-Time	JOB NUMBER	202400053
DEPARTMENT	Department of Public Works	DIVISION	PW Admin
OPENING DATE	07/31/2026		

Description

This is a deputy department head position responsible for planning, organizing, and directing the activities and functions of the Public Works Department. The work involves providing technical advice and supervision; coordinating with department Director and assisting in the implementation of all administrative strategies including but not limited to development of budget, interdepartmental communications, communication with residents, support of DPW staff and internal scheduling. The Deputy Director of Administration will also act, as needed, as the Project Manager, assisting and advising on projects related to City infrastructure, traffic engineering, capital projects and other related disciplines.

Example of Duties

- Provide clear direction, guidance, and leadership to DPW Staff under your direct supervision. Advise leadership on high-level, complex and sensitive issues.
- Assist in supervising and working directly on the implementation of all aspects of the department, to include short- and long-term strategic planning and ensuring that activities are completed consistent with City goals, adopted plans, objectives, and directives.
- Monitor all staff activities according to existing policies and evaluate all operational activities monthly.
- Assist in the preparation of applications for private, corporate, federal, and state grants.
- Attend conferences and check-in meetings with DPW senior staff and representatives of other Departments to ensure stakeholder engagement. Coordinate DPW functions with other Departments within City of Hyattsville and other agencies. Also work collaboratively with internal and external partners by sharing resources and personnel when feasible to achieve shared goals.
- Work with Director, Deputy Director, and Assistant Director to develop and administer creation/update of DPW budget, participate in forecasting additional funds for staffing and resources.
- Assist with managing departmental communication in coordination with department Director.
- Represent the City on various boards and organizations on the local, regional, state, and federal levels. Represent the department at various board and committee meetings and is the liaison with other external or City departments on related activities.
- When requested by the department Director, attend meetings of the Mayor and Council, citizen groups and others as the City's expert on Public Works activities.
- Assist with major project implementation and management.
- Manage capital projects, as assigned by the Director.

- Assist and advise on projects related to City infrastructure, traffic engineering, and other related disciplines.

Knowledge, Skills, and Abilities

- Stormwater management, design, and implementation
- Transportation management, design, and implementation
- Facilities management, design, and implementation
- Budget development policies and procedures.
- Administration of staff and activities, either directly or through subordinate supervision.
- All applicable state, federal and local ordinances, laws rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules and regulations.
- Ability to communicate clearly, and create concise analysis, reports and recommendations orally and in writing.
- Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials, and the public.

Minimum Qualifications

Work requires graduation from an accredited college or university with a minimum of a bachelor's degree with major course work in business, communication, grant writing field or an equivalent combination of education and experience. Extensive experience in budget preparation, report writing, grant management with 2 years of progressively responsible experience in public works operations and administration.

Licenses & Certifications

- Valid Driver's License required.

Physical Demands & Working Environment

- Work may require operating motor vehicles and carrying items less than 25 pounds, such as books, files, papers, etc.
- Works a varying schedule, as needed for various programs. Work includes some evenings, weekends and holidays.

Employer

City of Hyattsville (MD)

Address

4310 Gallatin Street
3rd Fl
Hyattsville, Maryland, 20781

Phone

301-985-5000

Website

<https://www.hyattsville.org/>