

Position: Assistant Public Works Director	Management
Department/Site: Public Works	FLSA: Exempt
Evaluated by: Director of Public Works	Salary Grade: 153

### **Summary**

Plans, organizes, integrates varied services and manages public works operations activities that include roadway systems, water distribution, wastewater collection, sidewalk, bikeway, drainage systems, engineering, environmental services, and related infrastructure. Provides high level operational and administrative support to the Director of Public Works.

### **Distinguishing Career Features**

The Public Works Operations Manager is a middle management position, responsible for integrating related, yet dissimilar functions within the department to accomplish business objectives. The position combines engineering, business, construction, maintenance, and financial management. Advancement to Manager is through promotion and compliance with the required position qualifications.

### **Essential Duties and Responsibilities**

#### Staff Leadership:

- Manages, coordinates, and participates in developing annual and seasonal work schedules. Assigns work activities, projects, and programs to working supervisors and Operations teams.
- Plans, organizes, and leads staff recruitment activities. Selects, supervises and evaluates the performance of Public Works Operations staff. Monitors work flow and project progress.
- Assigns work and ensures appropriate training is provided.
- Handles sensitive personnel matters and recommends responses.
- Coordinates staff meetings and professional development plans.

#### Program Management:

- Plans, organizes, prioritizes, manages, and implements standards for the construction, maintenance, and repair of City's existing roadway systems, storm water and wastewater collection, and water distribution systems.
- Integrates a variety of services into maintenance and operations to enhance the performance of work teams, such as but not limited to, vehicle maintenance, purchasing, and administrative support.
- Manages, coordinates, and aligns work teams working on construction and maintenance activities including storm water and wastewater collection system maintenance, sewer inspections and flow monitoring activities, storm and sanitary sewer connection requirements, and street sanitation activities.
- Participates in long range planning for maintenance and construction activities. Conducts reviews with the Director, then establishes goals and objectives for assigned work teams.
- Oversees implementation of new processes and procedures.

- Manages, coordinates, and integrates the principles of asset management using the City's computerized asset management system to document work, asset inventories, service requests, work orders and resource allocation.
- Coordinates departmental activities with other departments and outside agencies and organizations.
- Ensures compliance with state drinking water regulation and administers the City's stormwater program in compliance with the City's MS4, NPDES stormwater discharge permit.
- Participates with the City's active public involvement programs and attends and serves on a variety of City committees and task teams. Intermittent attendance of City Commission meetings.
- Participates actively in the City's emergency response command and management program such as the NIMS Incident Command System. Coordinates response to unscheduled, urgent occurrences. Coordinates with local fire districts for response to hazardous material spills and the emergency program. Serves on-call evenings and weekends and responds to Public Works emergencies when called.
- Administers Operation's safety programs. Prepares periodic reports on departmental safety business activity.
- Integrates a variety of contract and in-house services into facility maintenance and operations such as but not limited to include sanitation, building maintenance, utility needs, site security, and emergency response.
- Performs other duties as assigned that support the overall objective of the Department and the position.

**Fiscal Strategy:**

- Participates in public infrastructure master planning updates and implementation.
- Researches and prepares annual budget proposals. Assists the Director in implementing and administering the Public Works budget. Participates in forecasting funds needed for staffing, equipment, materials and supplies. Administers the approved budget for assigned work teams and projects.
- Develops recommendations for maintenance and capital rehabilitation programs, develops and refines cost analysis, and monitors and adjusts expense estimates.
- Evaluates equipment, materials and supplies; makes equipment purchase and replacement decisions; authorizes purchase of new materials and products.
- Tracks and analyzes applicable monthly expenditure and revenue reports with a Supervisory team.

**Qualifications**

**Knowledge and Skills**

- Requires specialized professional knowledge of the principles and practices of public works infrastructure construction and maintenance, including but not limited to asphalt and structural properties, hydraulics and public infrastructure.
- Requires specialized professional knowledge of the principles and practices civil engineering requirements to ensure proper construction and to administer engineering consultant contracts.
- Requires knowledge of pertinent laws, codes, and regulations.
- Requires knowledge of and skill at identifying current developments, literature, and sources of information related to trends in public works field operations.
- Requires working knowledge of the materials, methods, practices and equipment used in public works maintenance.

- Requires knowledge of occupational hazards, safe work habits, and safety precautions.
- Requires knowledge of the principles and practices of supervision, training, and personnel management.
- Requires knowledge of project and service level budgeting procedures and techniques and sufficient math skills to prepare cost projections.
- Requires sufficient knowledge of and skill at using personal computers and specialized software used in public works.
- Requires well-developed English language skills to prepare professional reports, procedures, and correspondence.
- Requires well-developed human relations skill to convey technical concepts to others, build harmony within and among work teams, work productively with internal and external customers and agencies, conduct performance reviews, and negotiate contract terms.
- Requires a basic understanding of land surveying and geometric design.
- Requires the knowledge of complex spreadsheets and databases, and computerized asset management systems.

### **Abilities**

- Requires the ability to organize, manage, and implement a comprehensive field operations and/or maintenance program.
- Requires the ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others.
- Requires the ability to interpret and apply applicable Federal, State, and local policies, procedures, laws, and regulations.
- Requires the ability to evaluate and prioritize multiple factors in the development and planning of short and long-range maintenance action plans.
- Requires the ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Requires the ability to conduct special studies, prepare comprehensive reports, and determine cost-effective ways for conducting and completing projects.
- Requires the ability to develop and implement policies and procedures.
- Requires the ability to prepare and present complex reports.
- Requires the ability to respond to, organize, and carry out emergency services assigned to the department.
- Requires the ability to serve for long hours under stressful conditions during major storms, and other Public Works emergencies.
- Requires the ability to work cooperatively with community members.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Requires the ability to prepare and administer a large and complex budget.
- Requires the ability to complete electronic reports and present complex issues to various sized and types of audiences.
- Requires the ability to educate and mentor other staff.

### **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use of common tools and rolling stock, and use a computer keyboard and other office equipment. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings. Requires the ability to work varying and extended work shifts. Requires the ability to obtain a Professional Engineer designation within a reasonable time.

### **Education and Experience**

The position typically requires a Bachelor's degree from an accredited college or university in civil engineering, construction technology, public administration, or a closely related field and six years of progressive experience, two of which must be in a leadership capacity. A Professional Engineer license is preferred.

### **Licenses and Certificates**

Requires a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*