

ASSISTANT PUBLIC WORKS DIRECTOR

General Statement of Duties

Performs difficult professional, technical, administrative, and managerial work assisting the Public Works Director in the managing, planning, organizing, and directing of public works and utilities activities.

Distinguishing Features of the Class

An employee in this class performs highly responsible technical, professional, administrative, and managerial work overseeing a variety of programs, projects, and functions as assigned, including, but not limited to any combination of the following: street maintenance, sanitation, fleet maintenance, buildings and grounds maintenance, water treatment, water distribution, wastewater treatment, wastewater collection, management of capital projects, and management of safety programs. Work requires significant skill and experience in public works and utilities administration, project management, and personnel management. Work also requires knowledge of the principles of design engineering, construction and repair, and construction inspection relevant to street and drainage infrastructure and water and sewer utilities. Work subjects the employee to inside and outside environmental conditions and the employee may be exposed to loud noise, moving mechanical parts, exposure to chemicals, fumes, odors, dust, and other potential safety hazards. Work may be subject to OSHA Standards regarding confined space entry and blood borne pathogens. Work requires considerable self-initiative, frequent interaction with the public, and the ability to use independent judgment in the performance of duties. Work is performed under the general direction of the Public Works Director and is evaluated based on how efficiently and effectively the assigned areas of responsibility are performed and managed, the application of independent judgment to decision making and problem solving, and the effectiveness of personnel administration.

Duties and Responsibilities

Essential Duties and Tasks

Provides management guidance, planning, and direction for assigned divisions of the Public Works Department; sets priorities and deadlines in accordance with departmental priorities; meets frequently with subordinate supervisors to maintain open lines of communication and solve complex problems; assists the Director with overall personnel management including recruiting and hiring, performance management, and disciplinary actions; assists in implementing and administering policies, procedures, and practices.

Manages a wide variety of large capital projects and smaller construction/repair projects; determines scope of work based on need and estimates cost, coordinates and oversees the work, and closes out the project ensuring proper completion; writes RFP's and RFQ's; reviews bids for compliance with specifications and evaluates qualifications of bidders; coordinates projects and activities with other city departments.

Prepares bid specifications for the purchase of services, supplies, and equipment for the department; researches and negotiates with vendors to obtain the most beneficial rates.

Compiles, maintains, and updates manuals containing technical specifications and standard details for the design, construction, and/or modification of street and/or water and/or sewer infrastructure.

Reviews utility and street infrastructure plans for planned development within the City; reviews preliminary and construction plan sets provided by engineers for compliance with City standards and details; field inspects projects for compliance with specifications and contract documents and adherence to time schedules; trouble-shoots problems and devises solutions; reports progress to the Director.

Researches deeds, tax maps, and other documents for easement verification, easement acquisition, etc.; obtains encroachment agreements from NCDOT.

Provides technical advice, assistance, and recommendations to the Director regarding improvements to City owned properties, facilities, streets, and utilities; advises and assists the Director on implementing best practices in areas such as technology and customer service excellence; evaluates policies and procedures and justifies recommendations as to needed changes, updates, or amendments.

Researches state and federal legislation and actions of regulatory authorities for pertinence to

operations and environmental permits; collaborates with engineers, consultants, regulatory authorities, and contractors; prepares complex records and reports pertaining to department operations and regulatory compliance; creates and maintains filing systems; performs statistical analysis, feasibility studies, and efficiency studies and generates reports; attends meetings of various councils, committees, and boards.

Assists Director in planning, managing, and administering the departmental budget; oversees and approves expenditures; assists Director with short-term and long-term strategic planning.

Receives, investigates, and recommends resolution for difficult and sensitive public inquiries, complaints, or suggestions etc., informs Director; precedent setting situations are referred to Director.

Additional Job Duties

Performs other related work as required; may oversee large departmental safety program.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of public works and utilities administration and related engineering principles and practices of street and drainage infrastructure and water/sewer utilities.

Thorough knowledge of the methods, equipment, and materials used in the construction, maintenance, and repair of streets and drainage infrastructure and water and sewer utilities.

Thorough knowledge of the hazards of the work, safety precautions, and OSHA regulations.

Considerable knowledge of the local, state, and federal laws and regulations governing the provision of public works and utilities services.

Considerable knowledge of the methods and equipment used in facilities and grounds maintenance and the collection of solid wastes.

Considerable knowledge of governmental budgeting and purchasing and the City's related policies and procedures.

Considerable knowledge of and skill in executing modern and effective supervisory practices including leadership, motivation, communication, delegation, discipline, and performance review.

Skill in operating computer systems and a variety of office software products.

Ability to interpret and prepare complex, technical, and detailed records and reports.

Ability to communicate effectively in oral and written form.

Ability to communicate professionally and tactfully with the general public.

Ability to maintain effective working relationships with superiors, public officials, co-workers, consultants, contractors, subordinates, and the general public.

Ability to exercise sound independent judgment and self-initiative in the performance of duties.

Physical Requirements

Must be able to perform the physical life functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; up to 20 pounds of force frequently; and up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to produce and review reports and records including mathematical calculations, analyze data, read maps, schematic drawings and plans, blueprints, and operate a computer.

Desirable Education and Experience

Graduation from an accredited college or university with a degree in civil or environmental engineering, public administration, or a related field, and considerable experience in a responsible managerial position in the public works or utilities field, with considerable personnel management responsibilities; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.
May require specific certifications as determined by the City.

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