

## **Assistant Public Works & Utilities Director - 2980**

### **Primary Reason Why Classification Exists**

To manage the operations of the water and sewer operations divisions of the Public Works Department and assist the Director as needed.

### **Distinguishing Features of the Class**

This classification functions as the assistant department director for general administration and field operations in the Public Works & Utilities Department. The position is distinguished from division directors in that the latter is responsible for managing a single functional operating division such as water plant, wastewater plant, and collections and distribution. Work is performed with a considerable degree of independence in day-to-day management and the employee exercises wide latitude in managing general operations. Work is supervised by the Public Works & Utilities Director and is evaluated on the basis of attaining individual and work unit objectives, accomplishing objectives within budget limits, compliance with safety regulations, morale of employees, and other designated criteria.

### **Examples of Duties**

- Plans, organizes, and directs the development, design, construction, and operations of City public works/utility water and sewer operations.
- Prepares, approves, and oversees the management of divisional budgets; reviews, monitors and approves expenditures; recommends and oversees resolution of budget variances during the year; manages contracts for services, materials, and equipment
- Supervises and participates in long range planning to anticipate and prepare for growth in the demand for public works/utilities projects
- Represents the department at meetings with other departments, various community committees, City Council, other the public meetings
- Evaluates and signs/approves design plans for public works/utility projects
- Serves in the capacity of the Public Works/Utilities Director in their absence; represents the department and/or functions as an expert witness in court proceedings
- Manages and participates in personnel actions including selection of employees, performance management and appraisal; prepares justifications for merits or disciplinary actions; provides employee training and development
- Prepares or reviews various reports and written materials; reviews, evaluates, and recommends City policies on proposed legislation
- Performs other related work as required

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles and practices of management at the executive level, including organizing work, long term planning, and delegation of authority and accountability
- Thorough knowledge of principles and practices of water and wastewater operations, special services areas, and other public works operations
- Thorough knowledge of the application, review, and permitting process of public works projects

- Considerable knowledge of principles and practices related to development of operating and capital budgets, personnel management, contracting, and procurement
- Considerable knowledge of local, State, Federal, laws, codes, standards and regulations related to public works functions
- Knowledge of occupational safety practices and procedures related to areas of responsibility
- Ability to plan, organize, and direct the work of others through subordinate managers
- Ability to anticipate and plan for long term needs as regards public works, transportation and development
- Ability to analyze complex problems, evaluate alternatives, and develop and implement sound courses of action in areas of responsibility
- Ability to develop and implement goals, objectives, policies, standards and procedures for activities of the divisions in Public Works
- Ability to plan, prepare, and manage budgets and contracts
- Ability to evaluate engineering plans and prepare and/or review engineering reports
- Ability to prepare clear and effective reports and other written correspondence
- Ability to represent the department within the City, to the public and business community, and to other agencies
- Ability to establish and maintain effective working relationships with others
- Ability to attend meetings outside of scheduled work hours or required to report after work hours during times of emergencies and/or disasters

### **Physical Requirements**

Work in this classification is defined as light work requiring the physical exertion of 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible force constantly to move objects. Employee must have visual acuity to read standard text and data on electronic screens of computers, blueprints, fine printed schematics and view proposed development sites as well as to recognize dangerous situations at field work sites when making project inspections and assessment of work progress. Employee must be hearing capable to hear spoken words and to detect back-up warning bells over the noise of heavy construction equipment. Employee must be able to speak to communicate with others and provide clear instructions, or project voice that can be heard in a noisy environment. Employee must have a sense of smell to distinguish normal odors versus harmful substances in the workplace. Employee must have physical mobility and stamina to move to/from work sites and walk on uneven, irregular, or wet ground surfaces, culverts, beam, rough terrain, climb stairs or ladders, inspect construction sites, and drive a motor vehicle to and from field inspections and meetings

### **Working Conditions**

This classification of work is considered as administrative and managerial and normal working conditions are performed in an environmentally controlled environment with hazards consistent with administrative positions. Work is generally performed in both inside and outside environmental conditions in which the employee is subject to workplace hazards including exposure to operating mechanical equipment creating fumes, odors, and dusts and atmospheric conditions with extreme cold and heat for extended periods of time. Employee is subject to a

level of noise requiring workers to shout in order to be heard above the ambient noise level and a chance of injury from walking or standing in a construction site.

**Education and Experience**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or other engineering related field and 6 - 8 years of progressively responsible professional civil engineering experience in the management and supervision of public works and utilities projects

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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