



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>  | Assistant Public Works Director | <b>DATE:</b> 7/10/2023 |
| <b>REPORTS TO:</b> | Public Works Director           | <b>FLSA:</b> Exempt    |
| <b>PAY GRADE:</b>  | <b>22</b>                       |                        |

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### **SUMMARY:**

Responsible for assisting the Public Works Director in planning, directing, and overseeing the City's Public Works programs, activities, and staff including street maintenance and construction, parks maintenance, engineering, traffic engineering, building maintenance, water services and maintenance, sewer services and maintenance; provides professional assistance to City elected officials, management, and staff.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assists in developing and implementing department goals, objectives, policies, procedures, rules, and regulations.
- Assumes responsibility for the department in the absence of the Director.
- Assists in the development and administration of budgets; forecasts needs and recommends funding levels; administers approved budget and controls expenditures; ensures compliance with city guidelines related to the selection of contractors and vendors.
- Directs, oversees, and participates in the development of work plans; monitors the efficiency and effectiveness of operational methods and procedures; assesses and monitors workloads; identifies opportunities for improvement and reviews with management staff; implements improvements as necessary.
- Oversees inventory controls for the department.
- Implements and monitors preventive maintenance measures and programs.
- Prepares cost estimates, requests for proposals and qualifications, and other documents as required.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Prepares and maintains accurate records; generates monthly performance reports.
- Builds and ensures compliance with safety policies and procedures; maintains records of safety training and of material data sheets.
- Plans, organizes, directs, and executes the city's snow and ice control program; prepares snow event reports and monitors material usage.
- Responds to emergencies as required; coordinates activities with other responders; directs the work of staff and the utilization of resources.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field.

**ESSENTIAL FUNCTIONS:** (continued)

- Serves on assigned committees as needed.
- Receives, investigates, and resolves complaints and concerns from other city staff, the public and others.
- Promotes and supports the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs related duties as assigned.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.

**Required Certificates, Licenses, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Driver's license.

**Required Knowledge and Skills**

## Required Knowledge:

- Principles and practices of public works development and management.
- Land use, physical design, demographic, environmental and socioeconomic concepts as applied to public works planning and operations processes.
- Knowledge of OSHA regulations and other work safety guidelines.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes and regulations.
- Principles and practices of contract negotiations and administration.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.

**Required Skills:**

- Planning, organizing and administering public works programs and services.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws as well as City policies and codes.
- Preparing clear and concise reports, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of performing work duties.

**PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

**WORKING ENVIRONMENT:**

Work is performed in an office setting and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles gloves, etc. Work is subject to travel to a variety of City locations.