

JOB DESCRIPTION

JOB TITLE: Assistant Director of Public Works

JOB NO: MG032222

JOB FAMILY: Managerial

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To direct, plan, manage, and review the activities and operations of the Public Works Department including the Engineering, and Traffic Engineering Divisions; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

SUPERVISION

General supervision is provided by the Director of Public Works. Responsible for supervision of the City Engineering and Traffic Engineering Divisions.

DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Assist developers with the prompt resolution of issues and to streamline the development approval process.
3. Develop, plan and implement goals and objectives for the Engineering and Traffic Engineering Divisions for the Public Works Department; recommend and administer policies and procedures.
4. Direct, oversee and participate in the development of the Engineering and Traffic Engineering Divisions work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
5. Supervise and participate in the development and administration of the Engineering and Traffic Engineering Divisions budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
6. Coordinate Engineering and Traffic Engineering Divisions activities with those of other departments and outside agencies and organizations; provide highly responsible staff assistance to the Director of Public Works and City Council; prepare and present staff reports and other necessary correspondence.
7. Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures; provide timely, accurate and thorough Performance Reviews for supervised employees.
8. Direct the preparation of agenda items for the City Council, and various committees and boards involved in public works activities; present agenda items to the Council as needed.
9. Develop and review staff reports related to capital improvements and public works matters; present reports to a variety of commissions, committees, boards and the City Council.

10. Direct the evaluation, selection and administration of outside consulting contracts for public works construction contracts; evaluate and prepare recommendations regarding the hiring of consultants and contractors.
11. Provide long range planning support for City capital improvement projects.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist the Public Works Director as assigned.
2. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

Education

Bachelor's degree in engineering from an accredited college or university.

Experience

Five years experience dealing with municipal civil engineering projects and managing a significant engineering staff. Must have experience dealing with private development.

Licenses and Certificates

Possession of a valid Class C Texas driver's license.

Possession of a Texas Professional Engineering License issued by the State Board of Registration for Professional Engineers.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Private development processes

Modern principles and practices of public works program administration.

Principles and practices of organization, administration and personnel management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to engineering and public works.

Current social, political and economic trends and operating problems regarding engineering and public works.

Principles and practices of project management.

Skill in:

Researching, analyzing and evaluating new service delivery methods, procedures and techniques.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Effectively administering a variety of engineering and public works activities.

Preparing clear and concise administrative and financial reports.

Ability to:

Direct the operations of a modern engineering and traffic engineering division in relationship to the public works department.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Manage, direct and coordinate the work of professional, technical and clerical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the engineering and traffic engineering division.

Recommend and implement goals and objectives for providing effective and efficient engineering and traffic engineering practices.

Prepare and administer large and complex budgets.

Communicate clearly and concisely, both orally and in writing.

Operate a motor vehicle.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.

Meet the City's driving standard.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping and twisting frequently.*

Director of Human Resources

Date

Director of Public Works

Date

ISSUE DATE: March 2006

REVISION DATE: