Title: Assistant Director, Public Works

FLSA Status: Exempt

Rate of Pay: Grade 13

### JOB PURPOSE:

The Assistant Director of Public Works performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising Public Works operations, projects, and programs.

The primary responsibility of the Assistant Director is to oversee, direct and guide the work of the Engineering Division. Areas of focus include the planning, design, and implementation of public improvements; stormwater and land development review; management of rights-of-way and easements; floodplain management; traffic, parking, and public utilities; utility and construction inspection; construction and project management; works with other divisions and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works. Work is performed under the direction of the Director of Public Works.

### ESSENTIAL FUNCTIONS

Duties and assignments may overlap depending on the operational needs of the department and staffing levels. The following are typical for this position and incumbents may not perform all of the listed and/or may be required to perform additional or different duties to address the department needs and practices.

1. Assume management responsibility for the Engineering Division.
2. Provide leadership, coaching, development, direction, and supervision to department employees.
3. Work collaboratively with all divisions within the department to achieve common goals and to provide transparent customer service.
4. Provide excellent customer-focused, results-oriented services.
5. Communicating and coordinating with residents, businesses, other City divisions/departments and various governmental agencies.
6. Guiding and managing the work of consultants and contractors.
7. Assist in the preparation, administration and monitoring of the annual operating and capital budgets.
8. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs, recommend, and administer policies and procedures.
9. Monitor and evaluate the efficiency and effectiveness of services delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
10. Plan, coordinate and review the work plan for the engineering division staff, assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff, consultants and contractors as needed, to identify and resolve problems.
11. Assist in selecting, training, motivation, and evaluation of personnel; provide or coordinate staff training; work with employees to correct deficiencies; assist implementation of discipline and termination procedures.
12. Participate in the general administrative operations of the Department; respond to and resolve difficult and sensitive residents inquires and complaints.
13. Oversee and participate in the development and administration of the divisions annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as a liaison with other City departments, divisions, and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as a staff liaison on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
16. Assist the Public Works Director and Division Supervisors in establishing the Capital Improvement Plan (CIP) and developing the CIP work plan.
17. Initiates and reviews traffic and parking studies.
18. Coordinate project activity with other City departments and provide information on project progress to external organizations and the public; coordinate information exchange with other agencies involved in projects; represent the City with external organizations on assigned matters; make periodic verbal and written reports on project management activity and issues, including to the City Manager.
19. Provide responsible staff assistance to the Public Works Director.
20. Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs; policies and procedures as appropriate.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering and public works.
22. Performs other assigned work which is consistent with the responsibilities of the classification and necessary to the Department and/or overall City-wide operations.
23. Serves as the Director in the absence of the Director of Public Works.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

* Extensive knowledge of civil engineering principles and practices.
* Extensive knowledge of contract requirements and contract management.
* Considerable knowledge of the principles and practices of program development and administration.
* Considerable knowledge of construction methods, materials, and techniques.
* Considerable knowledge of office procedures, methods, and equipment including computers and applicable software applications.
* Considerable knowledge of the principles and practices of municipal budget preparation and administration.
* Considerable knowledge of principles of supervision, training, and performance evaluation.
* Considerable knowledge of modern office procedures, methods and equipment including computers, plotters
* Considerable knowledge of pertinent federal, state, and local rules, Codes, and regulations.

Ability to:

* Oversee and participate in the management of the Public Works department.
* Oversee and coordinate the work of the staff, consultants and contractors as needed.
* Assist in the selection, supervision, training, and evaluation of the staff.
* Participate in the development and administration of department goals, objectives, and procedures.
* Prepare and administer large and complex budgets.
* Analyze programs, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
* Research, analyze and evaluate new service delivery methods and techniques.
* Interpret and apply federal, state, and local policies, codes, and regulations.
* Operate office equipment including computers, plotters, and other supporting word processing, spreadsheet, and database applications.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of the week.

### QUALIFICATIONS:

Education/Training:

* Bachelor of science degree in civil engineering or a closely related field from an accredited college or university with major course work in Engineering, Architecture, Construction Project Management, Public Administration, Business Administration. Master’s degree is desirable.

Experience:

* Five years of increasingly responsible public works experience directing and managing engineering, construction, and capital improvement projects including three years of administrative and supervisory responsibility.
* Prior management experience in construction and inspections of projects, site plan reviews, traffic engineering, stormwater and floodplain, recordkeeping, and document production to meet legal and financial audit requirements.
* Prior public works tools and methods experience in mapping, utility services, dedication and vacation of public right-of-way and easements, Neighborhood Improvement District projects.

License or Certificate:

* Possession of, or ability to obtain, an appropriate, valid driver’s license.
* Possession of, or ability to obtain MoDOT LPA certification.
* Possession of, or ability to obtain OSHA - 30 certification.
* Possession of, or ability to obtain registration as a Certified Floodplain Manager.
* Possession of, or ability to obtain a professional engineer in the State of Missouri.
* Possession of registration as a Certified Professional Erosion and Sediment Control is desired.
* Certified Public Infrastructure Inspector designation is desired.
* L-TAP Road Scholar certifications/designations are desired.
* NIMS certifications are desired.

### OVERALL PHYSICAL STRENGTH DEMANDS:

* Environment: standard office setting; must also be able to inspect existing sites and active construction projects often requiring walking or climbing elevated structures, may be exposed to inclement weather while in the field. Subject to call twenty-four hours a day, seven days a week, on limited occurrences.
* Physical: sufficient physical ability to work in an office setting and operate office equipment
* Vision: see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
* Hearing: hear in the normal audio range with or without correction.

### SIGNATURE – REVIEW:

I have reviewed this job description and understand the requirements and responsibilities of the position are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhausted list of all responsibilities, duties, and skills required of personnel so classified in this position. I further understand that this job description does not constitute as an employment contract between the city and employee and is subject to change by the city as the needs of the city and requirements of the job change.

I am not related to any elected or appointed official or employee of the City of University City.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |