

Job Description

Assistant Director of Public Works

June 2024

POSITION SUMMARY

Job Title: Assistant Director of Public Works **Employment Classification:** Full-Time

Department: Public Works **FLSA Category:** Exempt

Reports to: Director of Public Works **Pay Type:** Salary

Under general supervision of the Director of Public Works, assist in the management, planning, organizing, and directing of work within the Department of Public Works. Work requires the use of considerable professional judgment and initiative within the framework of established regulations, policies, and procedures. Responsibilities will include assisting in overseeing multiple operations within the Department of Public Works which includes street, storm sewer and fleet maintenance, water/sewer utilities, building inspections, building maintenance, parks operation and maintenance, swimming pool operation and maintenance, recreation department operation and maintenance, cemetery operation and maintenance, construction plan review, capital improvement project management, and planning and zoning. In the absence of the Director of Public Works, this position may assume the duties of the department director when assigned.

DUTIES & RESPONSIBILITIES

- Assist in planning and directing the maintenance and construction of sanitary and storm sewers, streets, sidewalks, curb and gutters, water, wastewater treatment, cemetery, park facilities, recreation facilities, and swimming pool.
- Assist in plan review with other City Staff, including but not limited to; the City Engineer, Water, Sewer and Street Departments, to ensure that new development, or redevelopment plans comply with applicable City Codes and long-range development plans.
- Assist and make recommendations for the preparation and implementation of the annual budget for the Public Works Department.
- Assists in the preparation of long-range plans as required by the Common Council.
- Attends City Council, Public Works Committee, Plan Commission and other meetings as necessary
- Develop effective working relationships with council members, property owners, business owners, contractors, vendors, public utilities and state agencies.
- Conduct field inspections of work in progress or upon completion.

- Keep abreast of problems, circumstances, activities or events which may/will affect the department and keep the Director apprised of concerns.
- Resolve and respond to citizen complaints or inquiries regarding public works programs and operations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance's to assist with questions from the public
- Ability to maintain good records and file reports.
- Proficiency in Microsoft Office, GIS applications, Civil 3D, as well as other computer software programs and technological resources as available.
- Foster a working environment, by example and encouragement, which promotes teamwork, trust and respect among employees.
- Assist in providing information for economic development.
- Ability to maintain strict confidentiality.
- Assumes the duties of the Director of Public Works, when necessary.
- Perform other tasks which from time to time may be assigned by the Mayor, Common Council or Director of Public Works.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Graduation from an ABET accredited college or university with a Bachelor of Science degree in civil or municipal engineering. Minimum of four (4) years of relevant experience, or any equivalent combination of experience and education. Registered as a Professional Engineer in the State of Wisconsin, or the ability to obtain within one year. Prior municipal and personnel management experience is desired.
- Valid Wisconsin Motor Vehicle Operator's License.

PHYSICAL DEMANDS

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

Mobility: The ability to move around the municipality and various work sites, including walking, standing, and climbing stairs or ladders. This may involve conducting site inspections, visiting construction projects, or assessing infrastructure needs.

Lifting and Carrying: Occasionally lifting and carrying equipment, materials, or supplies weighing up to 50 pounds. This may include tools, documents, or other items needed for daily operations or during emergency response situations.

Driving: Operating a motor vehicle to travel between different work sites, attend meetings, or perform other job-related tasks. A valid driver's license is typically required.

Manual Dexterity: The ability to manipulate small objects, use hand tools, and operate equipment as necessary for the job. This may include tasks such as operating computer keyboards, handling tools, or using measuring devices.

Visual Acuity: Sufficient vision to read written documents, inspect infrastructure, and observe construction or maintenance activities. This includes near vision for reading fine print and distance vision for assessing larger areas or objects.

Hearing: Adequate hearing to communicate effectively with employees, contractors, and the public. This includes the ability to hear and understand instructions, warnings, and alarms.

Stamina: The physical endurance to work extended hours, especially during emergency situations or critical projects. This may involve working in various weather conditions, such as heat, cold, or inclement weather.

Environmental Exposure: The ability to work outdoors and in different environments, which may include exposure to noise, dust, fumes, hazardous substances, and inclement weather conditions. Appropriate personal protective equipment and safety protocols should be followed.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly required to walk, stand, and sit as needed. The employee may on occasion be required to lift objects weighing no more than 20 lbs. to hip height, be required to stoop, kneel, or crouch. The employee is routinely required to talk and give verbal instructions, speak on the phone, hear and understand conversation in an office environment, and perform work at a computer terminal. The employee is required to operate a variety of office equipment and to operate a motor vehicle.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

The work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc. The incumbent may occasionally be exposed to extreme cold or extreme heat and be required to enter confined spaces.

CLOSING STATEMENT

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: _____ Date: _____