

City of Lander

Job Description

Title: Assistant Public Works Director	Grade: 12 \$69,250-107,888
Department: Public Works	Effective Date: 2/05/2022
Division: Administration FT NON -EXEMPT	Last Revised: 12/9/2022

GENERAL PURPOSE

Under direction from the Public Works Director directs, supervises, and coordinates all phases of city-wide public works operations and employees.

SUPERVISION RECEIVED

Works under the guidance and direction of the Public Works Director.

SUPERVISION EXERCISED

Provides supervision and direction to the Building Inspector and other departmental employees as assigned.

ESSENTIAL FUNCTIONS

- Serves as Acting Public Works Director in the absence of the Director.
- Supervises and coordinates Building Inspector and Department, including overseeing permitting and inspections.
- Supervises, reviews and approves timecards, approves vacation and sick leave requests for public works employees and the Airport and Fire Hall Facilities Manager.
- Performs employee evaluations.
- Reviews and approves employee purchase orders.
- Participates in recommendations for hiring, firing, advancement, and promotion.
- Attends staff, City Council Meetings, and other meetings as required.
- Assists and participates in development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Assists and participates in the development and administration of the annual budget and capital improvement plan; forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Supervises, coordinates, and inspects projects related to all aspects of Public Works.
- Assists in the selection, training, motivation, and evaluation of Public Works personnel; provide or coordinate staffing and safety training; works with employees to correct deficiencies; implements and maintains discipline and termination procedures.
- Supervises, monitors and enforces safety practices.
- Provides citizens with information over the telephone and in-person; responds to and resolves citizens' complaints,
- Supervises, plans, directs, coordinates, inspects, and reviews the construction management and the work plan for staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

- Contributes to a positive group environment by complying with all safety policies, practices, and procedures, and reporting all unsafe activities to Director and/or supervisors; Participates in initiative-taking team efforts to achieve departmental and City-wide goals; assisting other co-workers on special projects as required and providing leadership to others through example and by sharing knowledge and skills.
- Performs other duties as assigned or required.

CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Change's approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

KNOWLEDGE:

- Principles and practices of project management in a government environment.
- Fundamentals of civil engineering and project planning.

- Methods and techniques of the design, construction, and maintenance of public works infrastructure, including sewer, road, and street construction, collection, and delivery of culinary and wastewater systems.
- Regulations and laws, including but not limited to those regulations concerning DEQ and EPA.
- Principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.

SKILLS AND ABILITIES:

- Analyzing Public Works issues, evaluating alternatives, and making logical recommendations based on findings.
- Inspecting designs, details, estimates, plans, and specifications.
- Analyzing and evaluating technical engineering data and documentation.
- Analyzing needs and prioritizing projects to meet the needs.
- Developing and implementing long-range plans and procedures for cost-effective management of allocated resources.
- Assessing and prioritizing multiple tasks, projects and demands.
- Effectively managing and leading staff and delegating tasks and authority.
- Creating a work environment that fosters teamwork, creativity, and ethical standards.
- Operating a personal computer utilizing a variety of software applications and other office equipment.
- Establishing and maintaining effective working relationships with public officials, outside agencies, and the public.
- Effectively communicating verbally (in-person, telephone, and radio) and in writing.
- Concentrating and paying close attention to detail and the ability to manage multiple concurrent activities.
- Teaching, presenting, and communicating concepts and principles of asset management to Public Works staff with a wide and diverse backgrounds and skill set.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering, Public Administration, or related field is required.
- **Four (4) years' experience in managing Public Works projects, including 2 years supervisory experience, OR**
- **Equivalent combination of education and experience.**
- Must obtain ICC Residential Building Inspector certification and ICC Commercial Building Inspector certification within one year of date of hire.
- Must have a valid driver's license with an acceptable driving record.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Occasionally lifts 50 lbs. Essential functions require talking, hearing, and seeing. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Periodic travel is required in the normal course of job performance. Occasionally works in outdoor

weather conditions. May be subject to common noises associated with office work including telephone and printers, as well as loud noises associated with traffic and heavy equipment.

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license, or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screening, driving record and pre-employment, an annual FMCSA Clearinghouse Query for CDL holders, and a pre-employment drug test. Employees that perform safety-sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating, or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

If you have questions regarding the background screen, pre-employment, or random drug test, please contact the Human Resource Director at (307) 332-2870 X-7 before accepting the job offer.

GUIDELINES

Employees are required to follow the City's established guidelines of the City including, but not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I understand that my job description may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date