



# City of Madison

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## Job Description

Title Deputy Public Works Director Department Public Works

Exempt/Nonexempt E Pay Grade 14 Reports to Director

New Position      Position Change X Effective Date 06/12/2023

Subordinate Staff Administrative, Construction Division, Maintenance Division, DOT and Fleet

***The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.***

### **General Position Summary:**

This position consists of technical, managerial, and supervisory work responsible for the development and implementation of all work activities in the Public Works Department.

The Deputy Director of Public Works shares responsibility for the daily operations of the Public Works Department under the supervision of the Director of Public Works. It involves planning and coordinating maintenance repair services through subordinate supervisors, the development and monitoring of the budget, personnel management, responding to citizen complaints, coordination of ice and snow removal, contract administration, initiating and obtaining permits, and responsibilities involving storm clean up.

Work assignments are received orally or in writing from the Director or through work orders and staff meetings. The incumbent is expected to organize the details of the assignments and carry them out to completion. Work is performed with latitude for independent judgment and action in accordance with federal and state laws, local ordinances, policies, and procedures. Work is reviewed through yearly performance appraisals and is evaluated based on achieved objectives.

### **Essential Functions/Major Responsibilities:**

- Coordinates department activities with other City departments to complete City public works, construction, and maintenance projects, including capital improvement plan projects and routine maintenance of City infrastructure and properties.
- Assists the Director of Public Works with managing and maintaining the department heavy equipment fleet, streets, drainage infrastructure, sidewalks, traffic control and associated signage, cemeteries, and herbicide and vector control methods and policies.

- Prepares for and coordinates response for severe weather events that affect City infrastructure.
- Develops work plans, implements program changes, develops, and writes standard operating procedures.
- Inspects work in progress and upon completion for proper personnel, equipment, and material utilization.
- Ensures safety policies are followed by all department supervisors.
- Explains methods and procedures to employees.
- Prepares project schedules and sets priorities through subordinate supervisors.
- Forecasts materials, equipment, and supply needs in coordination with office management staff.
- Assists in developing the annual budget for the Department including the traffic, road, and environmental units.
- Assists in developing goals, training, policies, and procedures for department personnel and operations.
- Prepares, receives, and evaluates bids and other purchases in coordination with office management staff following City guidelines. Makes bid recommendations.
- Reviews citizen complaints and recurring problems. Develops solutions, programs, and methods to reduce future problems.
- Meets with supervisors periodically to discuss problems and offers solutions.
- Maintains department reports and related files.
- Maintains inventory of department property.
- Reviews department expenditures to ensure they are within budgetary guidelines.
- Interviews employees and makes selection recommendations to the Director.
- Counsels employees as required to improve work performance and to follow City and Department policies and procedures.
- Makes recommendations to the Director involving disciplinary action.
- Meets with the Mayor and City Council to discuss routine department field work and capital improvement projects as needed.
- Occasionally required to attend City Council meetings and other meetings to present Public Works information.

### **Secondary Job Functions**

- Performs duties with little direction given, operating from established directions and instructions.
- Makes decisions within City policy at the request of the Director, but often exercises independent decision-making.
- Assists in the development of the long-range operational planning for the department and provides input for the City's long-range strategic planning process, as requested.
- Serves on Safety Committee.

### **Supervisory Responsibility:**

- This position provides training, direction, and performance management for Superintendents, Crew Chiefs, and all other department employees.

### **Interpersonal Contacts:**

- This position has contact with co-workers, other City personnel, the Engineering Department, utility providers, law enforcement personnel, vendors, other governmental agencies, and members of the general public.
- The purpose of these contacts is to give or exchange information, resolve problems, provide services, or to manage personnel.

### **Specific Job Skills:**

- Ability to plan, schedule, and prioritize work by determining which projects are priority and reassigning crews based on deadlines for completion as needed to ensure all projects are completed in a timely manner and specifications are met.
- Strong project management, research, planning, organization, scheduling, and prioritization skills.
- Ability to supervise subordinate employees by assigning work and evaluating performance, to set and enforce performance standards in a fair and impartial manner, and to counsel, train, or discipline employees as needed to ensure that work is being performed correctly and in a timely manner.
- Ability to apply City personnel rules and regulations, including procedures for requesting and reporting leave and procedures for disciplinary action and performance appraisals, as well as the ability to advise subordinates on current policies and procedures.
- Strong team, coaching, training, interpersonal, and leadership skills.
- Ability to train crews to perform safe and efficient operations and maintenance.
- Knowledge of heavy equipment operation and maintenance.
- Knowledge of construction methods relevant to public works projects.
- Knowledge of fleet methods and procedures.
- Knowledge of streets, drainage, and sidewalk maintenance methods and/or construction procedures.
- Knowledge of traffic control, signage, M.U.T.C.D.
- Knowledge of cemetery operations.
- Knowledge of herbicide and vector control policies.
- Strong verbal and written communication skills.
- Ability to interpret construction, engineering, and surveying documents, plans, and designs.
- Strong computer skills.

### **Education and/or Experience:**

- Bachelor degree in Civil Engineering, Public Administration, or a related field from an accredited college or university required.
- Minimum 5 years related supervisory experience, combined with substantial field experience.
- Experience and knowledge of all aspects of public works with a strong job performance record.

**Job Conditions:**

- Strong background record required, due to accessibility to city property.
- Must maintain a strong driving record for city insurance purposes and record may be periodically checked by the City.
- Flexibility to work additional hours when needed to complete projects and assignments.
- Working outside in varying weather conditions.
- Frequent interruptions and some evening meetings.
- Work in an environment where there are fumes, temperature fluctuations, noise, poor ventilation, dirt, dust, and chemicals, etc.
- Must be able to work varying hours, extended hours, weekends, and holidays at times with little or no notice.

**Physical Capabilities:**

- Must have full range of physical motion to operate various tools and equipment.
- Mobility to climb into and out of structures, ditches, and other terrain for inspection.
- Ability to communicate verbally with the public.
- Ability to work on a computer for extended periods of time.
- Must be able to drive.
- May require hazardous duty work conditions at certain times.
- Ability to perform work while intermittently sitting, standing, stooping, walking, bending, or crouching.
- Ability to frequently lift light and heavy objects and use tools or equipment requiring a high degree of dexterity.
- May require use of protective devices such as masks, goggles, or gloves.

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Mayor Approval, Date

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Department Head Approval, Date