

# **Assistant Public Works Director**

## **GENERAL PURPOSE**

Performs advanced supervisory, administrative, and professional work assisting the Public Works Director in the planning, organizing, directing, and coordinating of the Public Works Department. This position is primarily responsible for the day-to-day operational management of public works divisions including water, sewer, streets, **sweeping, solid waste, parks**, storm drainage, traffic control, lighting, and other municipal infrastructure services. The Assistant Public Works Director serves as second-in-command within the department and is expected to develop the knowledge, leadership capacity, and administrative expertise necessary to assume the duties of the Public Works Director if the position becomes vacant.

## **SUPERVISION RECEIVED**

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

## **SUPERVISION EXERCISED**

Exercises direct supervision over division supervisors, crew leaders, and assigned personnel. May act in the absence of the Public Works Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the direction of the Public Works Director:

- Oversees daily operations of the Public Works Department division.
- Coordinates field activities, work schedules, staffing assignments, and equipment usage.
- Ensures compliance with safety standards, environmental regulations, and operational policies.
- Supervises and evaluates assigned staff and recommends hiring, discipline, and training actions to the Public Works Director.
- Assists in preparing departmental budget requests and monitors expenditures within assigned operational areas.
- Assists with oversight of public works capital projects and monitors contractor performance.
- Responds to citizen inquiries and operational concerns.
- Coordinates with consulting engineers, contractors, regulatory agencies, and other governmental entities.
- Assumes operational responsibilities of the Public Works Director in their absence.
- Participates in leadership development and cross-training to ensure continuity of operations.

## **Assistant Public Works Director**

### **PERIPHERAL DUTIES**

Assists in training City personnel in public works systems and procedures.

Performs related duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; ~~and~~ or a minimum of four (4) years of progressively responsible public works, utilities, or municipal infrastructure experience including supervisory responsibility; or any equivalent combination of education and experience.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of municipal public works operations including water, sewer, streets, and related infrastructure systems.
- Knowledge of applicable safety regulations, environmental compliance standards, and operational best practices.
- Ability to supervise, train, and evaluate personnel.
- Ability to plan, prioritize, and coordinate multiple projects and operational demands.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with employees, contractors, officials, and the public.

### **SPECIAL REQUIREMENTS**

Must possess or obtain a valid State driver's license ~~and~~ CDL Certification.

Relevant utility certifications are desirable.

Professional Engineer (PE) registration is preferred but not required.

CAD, GIS and Survey experience preferred but not required.

### **SUCCESSION DEVELOPMENT STATEMENT**

This position is structured to provide operational leadership continuity within the Public Works Department. While appointment to Public Works Director is not guaranteed, the Assistant Public Works Director is expected to develop the administrative, regulatory, and leadership competencies necessary to assume full Director responsibilities should the position become vacant.