

Assistant Public Works Director

GENERAL PURPOSE

Performs advanced administrative, managerial, and professional work assisting in the planning, organization, and strategic direction of the Public Works Department. This position is structured as a succession and leadership development role, with emphasis on administration, budgeting, capital planning, and regulatory compliance rather than day-to-day field operations.

The Assistant Public Works Director supports long-term planning, policy implementation, and departmental coordination while developing the competencies necessary to assume the duties of the Public Works Director.

This position operates within the City's administrative structure under the Chief Administrative Officer (CAO), ensuring alignment between Public Works operations and the City's overall organizational and strategic objectives.

This position is not responsible for direct day-to-day field supervision, which is delegated to the Public Works Operations Manager.

SUPERVISION RECEIVED

Works under the administrative direction of the Chief Administrative Officer (CAO) and the direct supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises indirect and administrative supervision over division supervisors and staff through established management structure. Provides administrative direction to the Public Works Operations Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative & Strategic Leadership

- Assists in development, administration, and oversight of departmental budgets.
- Monitors expenditures and financial performance across all Public Works divisions.
- Assists in development and implementation of departmental policies, procedures, and operational standards.
- Ensures alignment of departmental operations with City-wide administrative direction established by the CAO.

Capital Planning & Project Oversight

- Assists in development and implementation of the Capital Improvement Plan (CIP).
- Supports oversight of public works capital projects from a planning and administrative perspective.

Assistant Public Works Director

- Coordinates with engineers, contractors, and regulatory agencies.
- Assists in ensuring projects are completed in compliance with applicable laws, regulations, and funding requirements.

Regulatory Compliance & Risk Management

- Ensures departmental adherence to environmental, safety, and regulatory requirements.
- Assists in preparation of reports, documentation, and compliance materials for local, state, and federal agencies.
- Supports audit processes and regulatory reviews as required.

Department Coordination

- Provides administrative direction and performance expectations to the Operations Manager to ensure alignment with departmental goals.
- Assists in establishing priorities at a strategic level, including resource allocation and service delivery standards.
- Coordinates across departments to support City-wide initiatives and organizational goals.

Leadership Development / Acting Director

- Assumes administrative and leadership responsibilities in the absence of the Public Works Director.
- Participates in leadership development and cross-training opportunities.
- Prepares for potential transition into the Public Works Director role.

PERIPHERAL DUTIES

- Assists with staff training and professional development initiatives.
- Participates in long-range planning and organizational development efforts.
- 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; or a minimum of four (4) years of progressively responsible experience in public works, utilities, or municipal infrastructure including supervisory responsibility; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal public works systems including water, sewer, streets, and infrastructure operations.

Assistant Public Works Director

- Knowledge of budgeting, capital planning, and public administration principles.
- Knowledge of applicable safety, environmental, and regulatory standards.
- Ability to plan, prioritize, and coordinate multiple administrative and operational initiatives.
- Ability to lead through indirect supervision and organizational influence.
- Strong communication and interpersonal skills.
- Ability to establish and maintain effective working relationships.

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 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.