

Assistant Public Works Director

Revised: May 11, 2022

Pay Class: 37

Exempt: Yes

GENERAL PURPOSE:

Under administrative direction, directs, manages, supervises, and coordinates assigned programs and activities within the Public Works Department (PWD). Provides highly responsible and complex administrative support to the Public Works Director. This is a broad classification with duties and assignments that may overlap depending on the operational needs of the department and staffing levels.

SUPERVISION RECEIVED:

This position works independently and receives direction from the Public Works Director.

SUPERVISION EXERCISED:

Supervises city employees engaged in operations, maintenance, repair and construction of PWD activities delegating tasks as needed. Will assume supervisory responsibilities in the absence of the PW Director.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- 1) Oversees the delivery of local city engineering services including development review, transportation, water, wastewater, storm water, and project management.
- 2) Oversees the city's capital improvement program (CIP) and manages capital projects.
- 3) Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, and evaluates employees according to city policies and procedures. Responsible for assisting in staff development.
- 4) Represents the Department to other city departments, elected officials, boards and commissions, and outside agencies as needed.
- 5) Provides technical expertise and responds to complex questions; interpret various codes and ordinances; reviews engineering procedures and other materials related to Department services and activities.

- 6) Prepares clear and concise technical reports on projects, department policies, and programs as needed.
- 7) Recommends updates to existing and established new public works design and construction standards, codes, and regulations as needed.
- 8) Reviews traffic engineering and safety studies as needed.
- 9) Reviews studies and makes recommendations concerning legislation, stormwater design, traffic design, construction and other conditions affecting the safety and convenience of the general public using the public rights-of-way within the City.
- 10) Reviews the preparation of plans, specifications and estimates for construction of roads, water distribution and sewer collection systems, traffic control devices, pavement markings and street lighting systems.
- 11) Monitors services of outside contractors to assure compliance with specifications, timelines, and City ordinances and policies.
- 12) Assistance in preparing scopes of service and construction cost estimates as needed.
- 13) As needed provides assistance in preparing and monitoring budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies; monitors and approves expenditures under \$500.00 in absence of the PW Director.
- 14) Reviews maintenance and CIP projects and provides recommendations to the PW Director.
- 15) Participates in setting direction, goals, objectives, and priorities for the department.
- 16) Writes and presents staff reports for co-workers, senior management, City Council Meetings, and the public as needed.
- 17) Investigates and responds to citizen complaints relating to City projects.
- 18) Performs other related duties as required.
- 19) Establish and maintain positive working relationships with coworkers, community members, and other agency staff.
- 20) Recommend and assist in the implementation of Water and Sewer Field Operations goals and objectives; establish schedules and methods for infrastructure operations; implement policies and procedures.
- 21) Recommend and assist PWD staff in the installation, repair, expansion, and relocation of water distribution and sewer facilities.
- 22) Recommend and assist in direction, plans, prioritizes, assigns, supervises and reviews the work of assigned staff in PWD maintenance operations.
- 23) Recommend and assists operations and activities of the PWD operations, maintenance, repair and construction; recommends improvements and modifications and prepares various reports on PWD activities.

- 24) Research and prepare a wide variety of reports; maintain files/records on plant operations.
- 25) Work with PW Director and State agency staff to ensure that the water treatment and sewer collection plants meet all Federal and State requirements.
- 26) Respond effectively to public inquiries.
- 27) Responds to emergency situations at the plant(s).

MINIMUM QUALIFICATIONS:

Experience: Eight (8) years experience in the supervision, maintenance, and operation of a conventional water filtration plant. Eight (8) years or more experience in plant supervision. Possession of a Water Treatment II/filtration endorsement, Water Distribution I, Wastewater Collections I, Wastewater Treatment II. Allowance may be made for lack of certification in one or more areas if the applicant can demonstrate the ability to become certified in all three areas within two years. Civil engineering experience in water treatment and distribution and wastewater treatment and collection is preferred.

Education: Graduation from high school with combination of college level work and continuing education. Associates degree in civil engineering, water or wastewater with project management education/experience is preferred. Equivalent experience may be substituted for some education at the discretion of the City.

License: Possession of, or ability to obtain, a valid Oregon driver's license within 30 day and have a satisfactory driving record. Possession of, or ability to obtain, additional licenses, such as CDL, pesticide, and backflow technician, within 6 months is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

1. Principles, practices, equipment, tools and materials of water distribution system and sewer collection system operation; operations, maintenance, repair, and construction of PWD facilities.
2. Thorough knowledge of the effective and safe use of tools, and light and heavy equipment associated with various PWD activities.
3. City codes, specifications, and standards for AWWA, Oregon Public Health Department requirements for municipal water distributions systems, Oregon legal requirements for sewer collection systems and sanitary sewer overflow response and reporting requirements.
4. Methods of estimating time, materials, and equipment needed to perform assigned work.
5. Public procurement under the Oregon Public Contracting Code and Attorney General Model Rules.
6. City of Carlton Personnel Policies and Procedures Manual.
7. OSHA safety principles, practices and procedures of water distribution systems and sewer

collection systems, and street and park systems, including equipment and hazardous materials.

8. English usage, grammar, spelling, vocabulary, and punctuation, and report writing.
9. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
10. Modern office practices, methods and computer equipment, and various software such as spreadsheets, word processing, and maintenance management programs.
11. Basic principles and practices of budget and capital improvement program development, administration and accountability.
12. Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

1. Be the Direct Responsible Contact (DRC).
2. Assist in developing and implementing Public Work Department goals, objectives, practices, policies, procedures and work standards.
3. Organize, implement and direct PWD operations. Develop and recommend systems and procedures related to PWD operations, maintenance, repair, and construction.
4. Understand, interpret, and successfully communicate both orally and in writing, the Regulations and procedures. Demonstrate tact, initiative, prudence and independent judgment in communicating the Regulations.
5. Assist in identification problems, research and analyze relevant information, and develop and present recommendations and justification for successful course of action to the City Manager and City Council.
6. Organize own work, set priorities and meet critical time deadlines.
7. Operate modern office equipment including computer equipment and software programs.
8. Use English effectively to communicate in person, over the telephone and in writing.
9. Establish and maintain effective working relationships with subordinates, other city staff, staff of other agencies, contractors, and members of the public.

Physical Demands of Position:

While performing the duties of this position, the employee may be required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Some duties in the field may be physically demanding requiring occasional entry to confined spaces and occasional moving materials weighing up to 100 pounds. Activity and types of duties performed require manual dexterity and coordination.

Working Conditions:

Duties may often take place outside of buildings with exposure to all types of weather conditions and

on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours on a rotational basis, typically by cell phone. May require working on rotating shifts, weekends, and holidays.

Other:

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

The City of Carlton is an Equal Opportunity Employer. Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, martial status, mental/physical disability, or source of income.

Position subject to a 6 month and 1 year evaluation.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Public Works Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____