

## PUBLIC WORKS ASSISTANT SUPERINTENDENT –REV09.15.2017

General Statement of Duties: Performs responsible administrative and supervisory work in planning, directing and coordinating the activities of the Public Service Division; does related work as required.

Distinguishing Features of the Class: This position involves administrative responsibility for the efficient operations of the sewer system, street maintenance, sanitation and all other activities of the Public Service Division. Plans, supervises and coordinates the activities of the division subject to the general direction of the Superintendent of Public Works and the City Engineer. The position requires a comprehensive knowledge of the principles and practices of public works maintenance and operation and high degree of ability to plan and coordinate the work of others. This is a non-union salaried position with wage/benefits negotiated based on prior work experience, education, and training.

### Job Functions

#### \*Administration

- Assesses daily operations, staffing levels, facilities, and equipment and implements changes as necessary for improved efficiency
- Recommends short and long-term plans for the department
- Solicits bids from contractors when needed
- Inspects and evaluates City infrastructure to determine maintenance and capital improvement needs.
- Prepares recommendations for capital improvement
- Develops and administers the annual department budget and monitors the departmental budget throughout the fiscal year
- Prepares reports as requested
- Oversees the purchase of services, supplies, and materials in accordance with the City's procurement process.
- Researches, writes, and develops project specifications when needed
- Respond to public inquiries, investigates complaints, and takes corrective action as appropriate.
- Confers with the City Administrator and Mayor to keep them informed on key issues and progress towards objectives.

#### \*Personnel Management

- Assists in recruitment and recommendations for hiring of departmental employees
- Assigns work, supervises personnel, evaluates performance, and oversees training and professional development and the associated personnel records
- Possesses ability to administer the collective bargaining agreement, the grievance procedure, and other labor relations issues as necessary.
- Initiates disciplinary action in accordance with established procedures

**\*Supervision**

- Monitors the work of contractors performing department-related services

**\*Personal**

- Keeps abreast of modern developments and evolving issues in public services through continued education and professional growth.
- Possess strong oral/written communication skills
- Ability to stand and walk for long distance for long periods of time and possession of full range of body movements including, but not limited to, bending, stooping, pushing and pulling, kneeling, crawling, jumping in and out of equipment from heights of 2-3 feet to the ground, climb ladders, work in trenches and manholes, standing on a regular basis.
- Ability to lift and carry 70 pounds and pick up 70 pounds from floor to height of four feet.
- Working outdoors in all types of weather.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of municipal engineering as applied to the administration of diversified public works activities; ability to develop working plans and to prepare reports; initiative and resourcefulness in handling general engineering problems; Considerable knowledge of the safety issues, regulations and procedures utilized in public services operations, and skill in applying them to regular and emergency projects; Skills in the use of office equipment and technology, including computers and related software, and the ability to master new technologies. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, contractors, other governmental unit representatives, other City administrators, elected officials and the public; Ability to critically assess situations and solve problems, and to work effectively under stress within deadlines and changes in work priorities. Construction experience recommended. Good physical condition.

Education and Experience:

- Bachelors Degree in related field and/or equivalent experience/training.
- 3 years of supervisory experience required
- Ability to obtain and maintain a CDL-B Driver License within 6 months of hire date