



JOB TITLE: Assistant Director of Public Works

DEPARTMENT: Public Works

FLSA STATUS: Exempt

REPORTS TO: Director of Public Works

I. POSITION SUMMARY

The Assistant Director of Public Works under the supervision of the Director of Public Works directs, manages, supervises and coordinates assigned programs and activities within the Public Works department including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Requirements of Work

- Knowledge of operational characteristics, services and activities of a public works programs including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions.
- Knowledge of principles and practices of utility operations, program development and administration.
- Ability to oversee, direct and coordinate the work of the water/wastewater, streets and sanitation and billing office staff as well as select, supervise, train and evaluate staff.
- Ability to participate in the development and administration of department goals, objectives and procedures;
- Ability to analyze problems, identify alternative solutions and implement recommendations in support of goals;

Essential Duties and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs manual and non-manual tasks relating to street, sanitation, and water/wastewater functions;

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- Ability to plan, organize and direct the work of public works and related personnel and meet deadlines;
- Oversee daily operations of the wastewater treatment plant, the collection system and employees;
- Ensure that all lab testing is completed as needed and with accuracy;
- Maintain compliance with the EPA and IDEM National Pollution Discharge Elimination System Permit;
- Renews the NPDES permit in a timely manner and meet with the IDEM Inspector as needed/requested;
- Perform testing and submit reports timely as required by IDEM and the EPA;
- Ensure that preventative wastewater maintenance and unscheduled maintenance are performed in a timely manner;
- Maintain and update Director of Public Works and the Town Council with up to date knowledge of state and federal legislation that would impact roadways;
- Ensure that emergency problem calls and locates and inspections are handled in a respectful and timely manner;
- Works with the Director of Public Works to maintain a safety program for team members;
- Works with the Director of Public Works to create and oversee the Public Works budget;
- Knowledge of town road inventory and maintenance/update of this inventory;
- Knowledge of state, federal and local rules and regulations governing waste, water and roadways;
- Must possess a valid driver's license;
- Frequent local travel is required;
- Must be available outside of normal business hours to respond to town needs;
- All other duties as may be delegated by the Town Council.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.

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- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

High school diploma or GED is required with three (3) to five (5) years of experience relating to construction, maintenance and/or repair. A CDL license is required.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Math Ability:

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to work both indoors and outdoors with exposure to hot, cold and inclement weather conditions;
- ✓ Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- ✓ Ability to push, pull and move up to fifty (50) pounds;
- ✓ This position may include exposure to high hazard areas i.e. high voltage, to high levels of noise and to hazardous fumes, odors, dirt and dust.

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