

ASSISTANT PUBLIC WORKS DIRECTOR

FLSA Status: Exempt

General Definition of Work

Under the direction of the Director of Public Works assists with the management, planning and scheduling of all activities and operations involving the Town's Public Works Department. This position will assist with difficult professional and administrative work overseeing the street maintenance, storm water management, drainage, buildings and grounds and related operations of the Town. Additional responsibility may include contract administration, information technology management, and management of the Town's Separate Storm Sewer System.

Essential Functions

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

General knowledge of the principles and practices of public works, including but not limited to, street maintenance, drainage, infrastructure improvements, management and maintenance of existing facilities.

Planning and organizing assigned aspects of department operations.

Ability to determine work priorities, identify appropriate resources and ensures work is completed according to agreed schedule and within department standards.

Inspection of Town's infrastructure, buildings, facilities and properties and schedules or conducts required maintenance.

Management of Grant programs

Desire to assist with the preparation and execution of the Public Works budgets, the development of long-term departmental plans, goals and objectives focused on achieving the Town's mission and the Council's priorities.

Ability to assist with implementing the 5-year Capital Improvement Plan as it relates to the Towns Strategic Plan.

Supervises capital improvement projects, reviews specifications and plans; coordinates schedules; and assists in developing bids for projects.

Assists with the administration of grant programs for DPW projects, programs; and prepares reports and documentation as required.

Responsible for the development of a Public Works operational/procedures manual to determine department priorities and regulations; and will become responsible to ensure departmental activities are documented.

Demonstrated skill in preparation of reports

Exceptional oral and written skills are required

Knowledge, Skills and Abilities

Knowledge of the practices of contract administration, practices of building, street and grounds maintenance and construction. Ability to evaluate and interpret data and policies from a variety of sources; ability to maintain records, supervise the work of others, establish and maintain effective working relationships with associates, contractors, state agencies, businesses and the public.

Proficiency with Microsoft Office Suite (Word, Excel, Access, Power Point and Publisher), Microsoft Project and Permit Software. Ability to communicate effectively both orally and in writing.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently standing, sitting, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and night vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regular requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently exposure to wet, humid conditions (non-weather) and occasionally requires working in high precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office with computer printers, light traffic)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering, management, public or business administration or related field or extensive experience in a responsible position in the public works field.