

Employee Job Description

Job Title:	Assistant Public Works Director		
Department/Group:	Public Works		
Brief			
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	City Secretary	Date Posted:	

Brief Description: The purpose of this position is to oversee and manage the Public Works Department, which is currently comprised of streets, water, wastewater, parks/recreation grounds, Animal Control, facilities, and sanitation. This is accomplished by meeting with employees; planning and implementing projects, overseeing budget expenditures, handling disciplinary actions, and assisting the Public Works Director on developing long range goals.

Reports to: Public works Director

Supervises: This position supervises the parks staff, animal control staff, water staff, wastewater staff, street staff, sanitation staff, part-time staff, seasonal staff, and oversees contract staff.

ESSENTIAL FUNCTIONS:

NOTE: THIS INFORMATION IS INTENDED TO BE DESCRIPTIVE OF THE KEY RESPONSIBILITIES OF THE POSITION. THE LIST OF ESSENTIAL FUNCTIONS BELOW DOES NOT IDENTIFY ALL DUTIES PERFORMED BY ANY SINGLE INCUMBENT IN THIS POSITION. ADDITIONALLY, PLEASE BE AWARE OF THE LEGEND BELOW WHEN REFERRING TO THE PHYSICAL DEMANDS OF EACH ESSENTIAL FUNCTION.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. sitting most of the time	Exerting up to 20lbs occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly	Exerting over100lbs. occasionally; 50-100lbs. frequently; or up to 20-50lbs. constantly

#	Code	Essential Functions
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1	M	Oversees the operations and personnel of the Public Works Department by developing The department’s budget, monitoring revenues and expenditures, implementing Policies and procedures, attending city council meetings and workshops, attending Various Board and Commission meetings (in the absence of the Public Works Director.) and manages personnel.
2	M	Oversees the construction of capital projects, including working with the city engineer And various contractors, coordinating the bidding process, managing project budgets And change orders, and preparing long range capital needs plans. Manages contract And contractors for a wide variety of services related to Public Works and Utilities.
JOB REQUIREMENTS:		
	Description of Minimum Job Requirements	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a degree or equivalent work experience.	
Experience	Position requires seven to ten years of responsible experience in planning, organizing or directing a public works or related operation, including five years in administrative and/or supervisory capacity.	
Human Collaboration Skills	Decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Freedom to Act	Receives Administrative Direction. Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. This is typically a management, professional, or executive position.	
Fiscal Responsibility	Has responsibility for fiscal budget. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.	
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems which affect the design and implementation of major programs and/or processes organization-wide. Independent judgement and decision-making abilities are necessary to apply technical skills effectively.	
Reading	Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, etc. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math	Advanced: Ability to apply fundamental concepts of theories, work with specialized mathematical operations. Ordinarily, such education is obtained at the college level. However, it may be obtained from experience and self-study.	
Writing	Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.	
Supervision	This position works under the supervision of the Public Works Director.	
Certification& other Requirements	This position requires a valid commercial driver’s license, professional license in water and wastewater and the ability to obtain the Basic Texas Animal Control certification.	
Overall Physical Strength Demands	Medium (M)	

PHYSICAL DEMANDS:

C Continuously (2/3 or more of the time)	F Frequently (1/3 to 2/3 of the time)	O Occasionally (up to 1/3 of time)	R Rarely (less than 1 hr. per week)	N Never occurs.
Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.				
-PHYSICAL DEMAND-		-FREQUENCY-		-BRIEF DESCRIPTION-
Standing		F		Observing work site, observing work duties.
Sitting		F		Desk work, Driving
Walking		F		To, From & and Around City
Lifting		F		Supplies, equipment, and animals
Carrying		F		Supplies, equipment, and animals
Pushing/Pulling		F		Supplies, equipment, and animals
Reaching		F		Supplies, equipment, and animals
Handling		O		Paperwork
Fine Dexterity		O		Removing Heads, phone, keyboard
Kneeling		F		Animals, Low Shelves, Children
Crouching		F		AS ABOVE
Crawling		O		Around job site
Bending		F		Picking up animals, equipment, etc.
Twisting		F		AS ABOVE
Climbing		O		Ladders, trees, stools, etc.
Balancing		O		AS ABOVE
Vision		C		Driving, observing
Hearing		C		Communicating with co-workers, public, and on telephone
Talking		C		AS ABOVE
Foot Controls		F		Driving, walking, equipment
Other				

__ MACHINES < TOOLS < EQUIPMENT < SOFTWARE < HARDWARE

Office equipment and related hardware/software, ability to run equipment of all departments preferred.

__ Environmental Factors

HEALTH AND SAFETY FACTORS	Frequency
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	O
Fire Hazards	R
Explosives	O
Communicable Diseases	C
Physical Danger or Abuse	C
Other	

__ NON-PHYSICAL DEMANDS

<u>__ Description of non-physical demands __</u>	Frequency
Time pressure	F
Emergency Situation	F

Frequent Change of task	F
Irregular work schedule/overtime	F
Performing multiple tasks simultaneously	F
Working with others as part of a team	F
Tedious or exacting work	F
Noisy/Distracting Environment	F

PROTECTIVE EQUIPMENT REQUIRED: _____
 Equipment as job location requires.

___PRIMARY WORK LOCATION___

The primary work location for this position is outdoors and in and around the office.

___ENVIROMENTAL FACTORS___

D Daily	W Several times per week	M Several times per month	S seasonally	N Never
Respiratory Hazards			W	
Extreme Temperatures			D	
Noise and Vibration			D	
Wetness/Humidity			D	
Physical Hazards			D	

ADDITIONAL NOTES

Additional Notes

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time