JOB OVERVIEW

Job Title: Assistant Director of Public Works
Department: Public Works
Location: City Hall
Reports To: Director of Public Works
FLSA Category: Exempt
EEOC Category: Officials and Administrators
Pay Group: 31
Pay Range: $69,742 - $101,109

GENERAL JOB DESCRIPTION

Under general supervision of the Director of Public Works, assist in the management, planning, organizing, and directing of work within the Department of Public Works. Work requires the use of considerable professional judgment and initiative within the framework of established regulations, policies, and procedures. Responsibilities will include assisting in overseeing multiple operations within the Department of Public Works which includes street and fleet maintenance, water/sewer/stormwater utilities, building inspections, building and parks maintenance, construction plan review, capital improvement project management, and planning and zoning. In the absence of the Director of Public Works, this position may assume the duties of the department director when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Assist in the direction of operations, employees, programs, projects, and activities within the Department of Public Works and make recommendations for the preparation and implementation of the department’s budgets, capital improvement plan and appropriate master plans consistent with standard operating procedures and department priorities.

Research and prepare detailed management reports and conduct department analyses for various groups including the City Council, Planning & Zoning Commission, Zoning Board of Adjustment, Building & Standard Commission, other jurisdictions, regulatory agencies, contractors, consultants, vendors, and the public.

Suggest, analyze, and design departmental record keeping procedures to efficiently manage department records and utilize computer information systems to maintain and effectively utilize department databases.
Participate and make recommendations in personnel matters including, but not limited to, interviewing, and selecting employees, appraising productivity, and efficiency of employees, reviewing performance evaluations, offering advice and assistance when necessary and handling employee complaints.

Review and monitor water and wastewater infrastructure operations within the city.

Provide construction management oversight of private and public capital improvement projects.

Assist in preparing annual department budget and maintaining the budget in a fiscally responsible manner.

Prepare and present staff reports, presentations and other pertinent information to City Council, boards, commissions and interested citizen groups.

Resolve and respond to citizen complaints or inquiries regarding public works programs and operations.

Conduct field inspections of work in progress or upon completion.

Comply with all written City policies and procedures.

Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situations, and are expected to perform emergency service duties, as assigned.

Perform other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor’s degree from an accredited college or university in Engineering, Construction Management, or other related field AND a minimum work experience of five (5) years in municipal government performing similar work; OR an equivalent combination of education and experience.

*Any work-related experience resulting in acceptable proficiency levels in the above qualifications may be an acceptable substitute for the above specified education and experience requirements.*

**LICENSES & CERTIFICATES**

Possession of valid driver’s license.

TCEQ Water Distribution Operator License, Class C

TCEQ Wastewater Collection System Operator License, Class II
Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided.

Ability to produce desired work outcomes, including quality, quantity, and timeliness.

Ability to plan and organize work, time, and resources, and if applicable, that of subordinates.

Knowledge of budget projection, development, management and justification practices and procedures.

Knowledge of construction, maintenance, upgrade and improvement techniques for municipal water distribution and sewer collection systems.

Knowledge of asset management principles.

Knowledge of federal, state, county and municipal laws and regulations relating to water distribution & wastewater collection systems, stormwater management and MS4 regulations.

Knowledge of inventory control and purchasing procedures for division vehicles and equipment.

Knowledge of city policies and procedures.

Knowledge of applicable safety rules and regulations.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Skill in troubleshooting and problem solving related to streets, parks, and public infrastructure utility systems.

Skill in analyzing and calculating the quantities and type of equipment and material needed to complete streets and maintenance and improvement projects.

Skill in speaking and dealing tactfully and effectively in high pressure situations.

Demonstrate high level of integrity and dependability with a strong sense of urgency and results-orientation.

Offer flexibility and adaptability, especially during times of change.

Communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.