

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Director of Public Works</u>
Sch.& Grade	<u>PAT-14U</u>
Class Code	<u>AB16</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Serves as an Assistant Director in one of two program areas of Public Works. Program areas include *Project Development* which includes the divisions of Transportation Engineering, Stormwater Engineering, and Construction Inspection and *Operations* which includes the divisions of Street Maintenance, Traffic-Operations, Traffic-Transportation Management, and Internal Services.

SUPERVISION:

Under the general supervision of the Director of Public Works; supervises and leads staff in assigned program area as well as assigned administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of an assigned program area of Public Works.
2. Serves as principal assistant to the Director of Public Works within program area assignment.
3. Supervises and participates in the development and implementation of departmental policy; advises the Director of policy issues in assigned program area including making recommendations and decisions when appropriate.
4. Establishes and communicates clear goals and objectives for assigned program area, which is consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment.
5. Coordinates public works services and activities with city departments, consulting engineers, architectural firms as well as other local and area agencies or governments, and fosters a cooperative relationship.
6. Represents the department through preparing and delivering informal and formal presentations to civic groups, neighborhoods, and community members as part of the department's commitment to working with the community.
7. Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
8. Serves as Director of Public Works as assigned in the Director's absence.
9. Prepares and submits written reports as required; may prepare ordinances, resolutions and contracts for public improvements.
10. Supervises and participates in the development and implementation of long-range planning including reviewing and evaluating work products, methods, and procedures as well as forecasting needed staff, equipment, materials and supplies.
11. Prepares and manages assigned program area budget.
12. Travels to a variety of construction and/or work sites.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of engineering principles, particularly for discipline relative to assigned program area; federal, state, and local laws and regulations affecting municipal public works activities; public administration techniques as relative to the Public Works Department; basic principles and procedures involved in budget administration.

Abilities

Effectively lead and manage an assigned program area of Public Works; establish and maintain good working relationships with a variety of people including consultants, architectural firms, city officials, contractors, assigned staff, and the general public; accurately make engineering cost estimates on complex projects; plan, develop, and implement departmental policy; exercise sound, independent judgment; analyze situations and problems with a results oriented focus, resolve conflict effectively; identify and evaluate solutions, and effectively implement determined action; approach problem-solving creatively and with a team orientation; effectively prepare and present both written and verbal reports; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Civil Engineering, Engineering Management or a related Engineering discipline plus at least four years of progressively responsible professional experience in Public Works administration. Required educational background and experience must be commensurate with assigned program area for current vacancy. A Master’s Degree in a specialized field relative to assigned program area is desirable.

Physical Requirements

Must be able to make periodic on-site inspections with regard to a wide variety of public works projects, operations, and facilities.

Working Environment

Primarily indoors but exposure to outdoors when working at construction and/or off-site work locations; possible exposure to hazardous conditions and/or disease when at construction or work sites.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License. Licensure as a registered Professional Engineer (PE) is required; must possess Missouri PE licensure within probationary period.

Miscellaneous Requirements

None.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4287
Comments:	Updated Abilities	Date: June 15, 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____