



Assistant Public Works Director

Department: Public Works

Supervisor: Public Works Director

FLSA Status: Non-Exempt

PW-ADM

\$60,008.00 - \$70,096.00 Annually

\$5,000.67 - \$5,841.33 Monthly

\$28.85 - \$33.70 Hourly

JOB SUMMARY

This position is responsible for assisting in directing the city's public works operations.

MAJOR DUTIES

- Manages the operation and maintenance of the public water treatment and distribution system, the wastewater collection and treatment system, drainage systems, storm sewer infrastructure, the vehicle and equipment fleet, and building systems.
- Assists in the administration of emergency preparedness and response plans, risk management plans, vulnerability assessment plans, and facility security plans.
- Assists in the preparation and administration of operating budgets for all divisions; plans for the issuance of capital bonds.
- Assists in the recruitment and hiring of personnel; trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Supervises and assists with large-scale construction and maintenance projects; works with engineers and contractors; performs job site inspections to ensure compliance with standards and specifications; develops specifications.
- Corrects and updates system maps.
- Reviews operating records for department divisions.
- Monitors water leaks and makes recommendations for improvements; assists with water audits.
- Conducts water use surveys.
- Conducts water and wastewater system inspections to ensure compliance with state and federal regulations; reviews discharge monitoring reports; enforces water conservation and drought contingency plans; oversees the sanitary sewer overflow program; oversees backflow and water quality programs.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the theory, principles and practices of public administration.
- Knowledge of relevant state and federal laws and of local ordinances.
- Knowledge of budgeting and accounting principles.
- Knowledge of public works management principles.
- Knowledge of city procurement processes.
- Knowledge of analysis, research and report preparation methods.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Public Works assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include Texas local government codes, city ordinances, national building codes, and state and federal environmental regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY / SCOPE OF WORK

- The work consists of varied administrative, supervisory, and management duties. The variety of tasks to be managed contributes to the complexity of the work.
- The purpose of this position is to assist in supervising the city's public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the

quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other city employees, state and local government officials, elected and appointed officials, community leaders, business leaders, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in extreme weather conditions. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Public Works Personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- An equivalent combination of education, training and/or experience may be considered.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of Texas Commission on Environmental Quality class B license in water distribution is preferred or ability to readily obtain within six months of employment.
- Possession of Texas Commission on Environmental Quality class B license in wastewater collection and treatment is preferred or ability to readily obtain within six months of employment.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name