

# **ASSISTANT PUBLIC WORKS DIRECTOR**

## **POSITION SUMMARY DESCRIPTION**

Under the supervision of the Director of Public Works, assists in direction of management, supervises and coordinates assigned programs and activities within the Public Works department including water and waste water line maintenance including new installation, sanitation, building and grounds, and street maintenance. Coordinates assigned activities and provides responsible support to Director of Public Works.

## **Essential Job Functions**

1. Take personal responsibility to provide exceptional customer service to maintain a positive image of the Town, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all department and Town safety policies.
3. Consistent attendance and punctuality is required.

## **Specific Job Duties**

1. Assist in the direction of operations, employees, projects, and activities of the Public Works Department including water and waste water line maintenance, new line installation, sanitation, building and grounds, and street maintenance.
2. Assist and participate in the development and implementation of goals, objectives.
3. Assist in planning, direct, coordinate, and reviewing the work plan for Public Works staff; assign work activities, projects, evaluate work, review methods and procedures, and meet with staff to identify and resolve problems.
4. Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, training, motivating, and evaluating Public Works personnel.
5. Assist in determination of resources to be devoted to various needs on a short and long-term basis.
6. Participate in the development of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies.
7. Responsible for the marking of utilities.
8. Participate in on call duties.
9. Performs other duties as assigned.

## **Qualifications**

### **Knowledge of:**

1. Thorough knowledge of the methods and procedures of Public Works, utility maintenance and repair, and of the types and uses of modern maintenance and related equipment, tools, and materials.
2. Proficient knowledge in personal computer skills, and record keeping.
3. Principles practices of budget preparation.

4. Principles of supervision, training and performance evaluation.
5. Proficient knowledge in OSHA requirements.

**Skills and Ability to:**

1. Oversee and participate in the management of the Public Works department's utility maintenance and repair, including strong project management skills.
2. Oversee, direct and coordinate the work of staff.
3. Effective interpersonal communication skills for interaction with elected officials, employees, agencies, and public.
4. Effective skills in negotiating, and conflict resolution.
5. Ability to handle multiple tasks simultaneously and in a timely manner.
6. Demonstrated ability to handle confidential material and information in an ethical and professional manner.
7. Participate in the development and administration of department goals, objectives and procedures.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Experience and License:**

1. Five years of responsible Public Works experience.
2. Possession of a valid class B CDL driver's license.