

POSITION DESCRIPTION

POSITION TITLE: Deputy Director of Public Works
DEPARTMENT: Public Works
DIVISION: Public Works
FLSA: Exempt
RETIREMENT: KPERS
DATE: January 27, 2022

GENERAL PURPOSE

Assists the Public Works Director in the administration and management of the Public Works Department, which includes Streets, Storm Water, Solid Waste/Landfill, Garage, Water Pollution Control, Inspection, GIS and Engineering. Supervises and coordinates the divisions, programs and activities as assigned within the Public Works Department. Participates in department planning for current and future programs, long term city-wide planning, and coordinating existing construction and maintenance programs. Assists in the preparation of a broad plan for future capital improvements and operational enhancements.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision of the Project Manager and GIS Coordinator. Assists Director with general supervision/oversight of Department Superintendents and other personnel either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Assist with or assumes management responsibility for the planning, maintenance and operation of the Public Works Department divisions, services, and programs assigned.
- Manage and oversee infrastructure and facility services and activities to include construction projects, pavement management, street maintenance and construction, project inspection, and facility management.
- Oversee and monitor public improvement and construction projects; review and approve plans, specifications, designs and related documents, reports and studies; work with contractors and consultants on completion of and overseeing project management; review and approve documentation for payments made to contractors for work performed; negotiate change orders and other issues; resolve disputes between city, residents, contractors and others involved.
- Manage the development and implementation of the division and program goals, objectives, policies, and priorities within each service area assigned. Plan, manage, coordinate, and review the work plan for the divisions and programs assigned; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with the Public Works Director to forecast and plan division needs and objectives.
- Develop and monitor long- and short-range goals, objectives and action plans for department.
- Assists with review, development and execution of Capital Improvement Projects and long term infrastructure maintenance plans.
- Oversees the development and maintenance of the departmental GIS systems.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Select, train, motivate and evaluate personnel through formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks to subordinates; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Compose, prepare and review a variety of documents including technical reports and letters, memoranda, specifications, proposals and other related correspondence.
- Manage and participate in the development and administration of the Public Works Department annual budget relative to assigned operations and services; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; oversee purchasing processes for department.
- Serve as liaison for the department with other Public Works divisions, city departments, divisions and outside agencies; negotiate and resolve significant and controversial issues. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee operations in response to weather-related situations; respond to departmental and city emergencies.
- Coordinate with state and federal agencies on environmental and health-related issues.
- Ensure divisions, programs and activities adhere to federal, state and local guidelines, laws and codes.
- Review and approve plans, specifications, designs and related documents, reports and studies; direct, oversee and coordinate the development and preparation of plans, specifications and cost estimates for proposed and public improvement projects; direct and participate with inspection and compliance activities.
- Provide staff support to a variety of boards and commissions as assigned; attend and participate in professional group meetings; stay abreast of new trends and innovations in the appropriate professional fields. Attends and participates in City Commission, Sidewalk Committee and other meetings as requested.
- Assist in the preparation of specifications for new equipment, materials, or services purchased; prepare requests for proposals and participate in selection of professional service providers; manage professional service contracts for divisions and programs assigned.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage while ensuring timely completion of accident reports and investigations, review of safety procedures, identification of needs and presentation of in-service and remedial training regarding safety. May function as division Safety Officer.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and experience:

(A) Bachelors Degree, from an accredited college or university in Civil Engineering, Business or Public Administration or related field and a minimum of five (5) years of progressively responsible experience in civil engineering, public administration, solid waste or related public works division; OR Associates degree in a field of engineering technology from an accredited school or university and minimum of ten years of increasingly responsible experience in civil engineering, public administration, solid waste or related public works division.

(B) A minimum of two years of supervisory responsibility.

(C) Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of organizational and management practices and principles as applied to the analysis and evaluation of programs, policies and operational needs; Knowledge of principles and practices of public works and project planning; Knowledge of civil engineering principles, practices and methods essential to design and construction of municipal projects/improvements including stormwater systems, water and sanitary sewer lines, sidewalks, streets, and wastewater operational facilities; Some knowledge of applicable City policies, federal, state and local laws, codes and regulations affecting Department activities.

(B) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment; Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

(C) Ability to make sound decisions and use good judgment; Ability to develop long-term plans and programs; Ability to coordinate, analyze, utilize and maintain a variety of reports and records; Ability to interpret and apply federal, state and local policies, procedures, laws and regulations; Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with contractors, developers, property owners, employees, supervisors, other agencies, and the public.

DESIRABLE QUALIFICATIONS

- (A) Master's degree in Public Administration, Civil Engineering, Environmental Management or related from accredited college or university.
- (B) Possession of, or ability to obtain within 12 months of hire, a valid Certificate of Registration as a Professional Engineer (PE) from the Kansas State Board of Technical Professions.
- (C) Experience with SSO and MS4 EPA/KDHE requirements.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base, GPS and computer-aided-design software; copier; scanner; fax machine; calculator; motor vehicle; phone; and mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities and during assisting with snow and ice operations. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment can be quiet in the office to noisy in the field.

SELECTION GUIDELINES

Formal application review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job-related testing, final selection, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date