



*Eagle Capital of America*

**Job Class 8**

**POSITION TITLE:** ASSISTANT DIRECTOR OF PUBLIC WORKS

**DEPARTMENT:** PUBLIC WORKS

**SUPERVISOR:** PUBLIC WORKS DIRECTOR

**POSITION TYPE:** PERMANENT FULL-TIME, **EXEMPT**

**OVERVIEW OF POSITION:**

The Assistant Director of Public Works serves as the project manager and lead worker providing work directions to a crew of workers comprised of City employees, volunteers, and external contractors who possess diverse skill sets. Additionally, the Assistant Director of Public Works may be responsible for keeping accurate records of labor, material, and equipment expenses that are incurred in the performance of work tasks/ projects. Employees of this class are responsible for on-site supervision and for obtaining effective and efficient performance from Public Works staff in carrying out assigned tasks. Provide leadership to assigned work. Complete operational project work and deliver high-quality service to the public. Starting salary is \$31.12-\$34.30 plus competitive benefits.

**ESSENTIAL JOB FUNCTIONS:**

The Assistant Director of Public Works acts as the project manager and leads in providing work directions to others as a primary function of the position. Accordingly, and under general supervision, the Assistant Director of Public Works is expected to be able to perform the duties of the job with a substantial degree of independence and discretion.

- Identify equipment, material, and supply needs on a daily or project basis; ensure availability of needed equipment and materials.
- Recommend short and long-term project plans and/or budget needs to the Director and City Administrator.
- Coordinate and evaluate the work of external contractors to ensure compliance with City specifications and OSHA/City safety standards.
- Record maintenance and operation data in an electronic tracking system.
- Responsible for supervising and directing general maintenance/public works activities.
- Vast knowledge of functions related to the Public Works Division including, but not limited to, street and utility infrastructure, parks management, campgrounds, boat launches, pool operation, and management.
- Operate a variety of highly complex equipment in repairing, installing, removing, and maintaining infrastructure, easements, and parks.
- Display good customer service through courteous and prompt attention to public complaints and concerns.

- Analyze and solve operational problems and/or public concerns using acquired knowledge and experience.
- In collaboration with the Director, create and manage project-specific and department-level budgets.
- Takes the lead on snow removal operations working with the Director on planning the response.
- Can obtain class D water/wastewater system certifications and up to class C wastewater certification with additional training and incentive pay.
- Takes the lead on the Municipal pool operations, preparation, and maintenance tasks.
- Perform other duties as assigned or necessary.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The weight of objects to be lifted, carried, pushed, or pulled will range from ten (10) to fifty (50) pounds.

Movements such as stooping, twisting, bending, and climbing are often required. Other movements such as kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions (hearing, seeing, speaking) are vital aspects of this position and the ability to operate motor vehicles and various types of equipment.

The majority of the workday is spent outdoors exposed to wet conditions, dust, noise, vibrations, fumes, and heat as well as cold. The position requires standing, walking, and sitting.

The drug and alcohol testing policies and procedures will conform to all State and Federal requirements, including Minnesota Statute 181.95 through 181.957; the Drug-Free Workplace Act of 1988; and/or the US Department of Transportation (DOT).

Public Works employees currently hired for this position must reside within an area that will allow them to report for work within thirty (30) minutes from the time notified. Those who do not currently meet this requirement shall be allowed no more than twelve (12) months after the date that they were hired to fill the position to meet this requirement. Promotions to positions may be withheld from employees whose residence would prevent them from meeting the thirty (30) minutes response time.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent GED and five (5) years of progressive responsibility in the maintenance and repair of public infrastructure including at least one (1) year of supervisory. (longer is preferred) Progressive responsibility includes taking the lead in planning, prioritizing, overseeing, and reviewing a variety of maintenance activities and projects or an equivalent of education and experience sufficient to successfully perform the essential duties of the job. Possession of a valid State of Minnesota Class B Driver's License with air brake endorsement or to obtain within 6 months of the date of employment with the City.
- Must be able to successfully complete new employee & leadership training through the city training website within 60 days.
- Must obtain a Certified Pool Operator's license at the earliest training convenience.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of municipal operations; knowledge of heavy and light equipment operations; knowledge of operating characteristics and servicing of equipment; knowledge of regulations governing equipment operations; knowledge of applicable regulatory codes and laws; ability to read and interpret engineering and landscaping plans and specifications; Knowledge of Water, Sewer, and Storm Water operation and maintenance.
- Knowledge of OSHA regulations and safety policy.
- Knowledge of federal and state vehicle operation regulations.
- Knowledge of computer operations, viewing, and implementing GIS programs.