



JOB DESCRIPTION

POSITION TITLE:	Assistant Public Works Director/Project Manager
DEPARTMENT:	Public Works
FLSA STATUS:	Exempt
SALARY RANGE:	J
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Assistant Public Works Director/Project Manager assists the Public Works Director in managing and overseeing the functions and activities of the Public Works Department, including but not limited to: management of major capital improvement projects; making professional engineering recommendations and decisions; reviewing and approving construction and/or development plans; conducting or overseeing engineering studies and designs; managing contractors and consultants; and developing departmental or divisional work plans, schedules, and budgets. This position will supervise and manage employees and serve as Public Works Director in their absence.

This position makes highly responsible and complex engineering decisions and provides professional engineering support and advice to the Public Works Director, departmental staff, project engineers and consultants. The position assists with the planning, organizing, and management of public works and engineering activities including the city roadway systems, water treatment and distribution, wastewater collection and treatment, sidewalk, bike and pathways, stormwater drainage system, and related infrastructure.

The position is responsible for managing assigned public works projects and programs including but not limited to major capital improvement projects for the city's public infrastructure; evaluating and assisting in selection of employees or consultants; performing or directing daily engineering decisions; preparing reports; reviewing private development plans for compliance with development regulations; overseeing expenditures; conducting public outreach and involvement with the community; developing budgets; and complying with local, regional, state, and federal regulations and agencies. The position requires a high degree of independent judgment and actions to plan, design, and construct projects; resolve technical problems; and deliver projects within the framework of established policies and practices. Supervises assigned staff; and responds daily to customer services and response inquiries.

ESSENTIAL DUTIES:

- Oversees the delivery of local city engineering services including development review, transportation, water, wastewater, storm water, and project management.
- Oversees the city's capital improvement program (CIP) and manages capital projects.
- Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- Represents the Department to other city departments, elected officials, boards and commissions, and outside agencies.
- Provides technical expertise and responds to complex questions; resolve conflicts and interpret various codes and ordinances; develops and revises engineering procedures and other materials related to Department services and activities.

- Prepares clear and concise technical reports on projects, department policies, and programs.
- Updates existing and establishes new public works design and construction standards, codes, and regulations.
- Oversees traffic engineering and safety studies.
- Directs and conducts studies and makes recommendations concerning legislation, stormwater design, traffic design, construction and other conditions affecting the safety and convenience of the general public using the public rights-of-way within the City.
- Directs the preparation of plans, specifications and estimates for construction of roads, water distribution and sewer collection systems, traffic control devices, pavement markings and street lighting systems.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Provides professional engineering review of private development plans and specifications including short plats, subdivisions, commercial developments, and legal descriptions.
- Prepares and monitors budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures; implements adjustments.
- Develops recommendations for maintenance and capital rehabilitation programs, develops and refines cost analysis, and monitors and adjusts expense estimates.
- Participates in setting direction, goals, objectives, and priorities for the department.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepares, coordinates, and implements responses and recommendations.
- Seeks and secures grant funds; manages State and federal grants; tracks and monitors grant and mitigation funds.
- Organizes public meetings for design and construction projects; writes and presents staff reports for co-workers, senior management, City Council Meetings, and the public.
- Investigates and responds to citizen complaints relating to engineering activities and capital projects; recommends modifications to projects as necessary.
- Performs other related duties as required.
- Establish and maintain positive working relationships with coworkers, community members, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

A bachelor's degree from an accredited college or university in civil engineering, construction technology, public administration, or a closely related field and five years of progressive experience. 3-5 years of experience in a managerial capacity. Other combinations of education and work experience can be considered.

Preferred Requirements:

A professional engineering license. Ten years of progressive experience including leadership/supervisory experience in a municipal setting.

Necessary Knowledge, Skills and Abilities:

- Knowledge of advanced civil engineering principles and practices.
- Knowledge of modern methods and techniques used in the design, construction, and inspection of public works projects.
- Working knowledge of materials, methods, practices, and equipment used in public works maintenance.
- Knowledge of and ability to interpret City, State, and Federal codes, ordinances, specifications, policies, procedures, and standards.
- Knowledge of comprehensive planning principles, practices, regulations, and techniques, including the development and updating of infrastructure master plans.
- Knowledge of management theories and supervisory practices and principles.
- Knowledge of public finance and budgeting, and principles of asset management.
- Knowledge of MUTCD and AASHTO standards.
- Ability to perform cost analysis and budget preparation and administration.
- Ability to communicate effectively, both in writing and orally, including oral presentations.
- Ability to establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Ability to plan, develop and maintain complex detailed projects and programs.
- Ability to understand the City's political environment and sensitivities, and to function effectively within that environment.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others.
- Ability to exercise individual initiative and discretion in work, including confidential matters.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to accurately apply laws, codes, regulations, policies, and procedures.
- Ability to design and evaluate public works projects to ensure objectives are met and codes are followed.
- Ability to manage multiple tasks with attention to detail.
- Ability to interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical people.
- Ability to recognize occupational hazards and utilize standard safety practices.

Special Requirements/Licenses:

Must be able to pass the city's security clearance standards, including criminal history and reference check. Possession of, or ability to obtain, a valid Oregon driver's license within thirty (30) days and have a satisfactory driving record.

SUPERVISION RECEIVED:

Works under the general direction of the Public Works Director.

SUPERVISORY RESPONSIBILITIES:

Supervises the Engineering Technician delegating tasks as needed. Will help direct work of other City staff and manage performance. Will assume supervisory responsibilities in the absence of the PW Director.

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 job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.

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.

Work is performed mostly in an office setting in a well-lit temperature-controlled office environment. Some external noise. Many projects are deadline driven.

TOOLS AND EQUIPMENT USED:

Basic office equipment, including, but not limited to, computer, phone, and copy machine.

Jennifer Coker, PE

Public Works Director

Adopted: 2/4/2021 Revised: 4/2022