ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Director, Public Works
Job Code: 4005
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the operations and staff of assigned divisions and to assist in the planning and directing of the Public Works Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: directs the activities of personnel through subordinate managers; plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Department Director or others as

requested.

Develops and implements long- and short-term plans, goals, and objectives for operations of assigned divisions, which includes streets and stormwater maintenance and construction, solid waste collection and recycling, or other public works activities, as assigned: researches, assesses and develops strategies to meet current and future issues and concerns regarding City streets, stormwater, and solid waste needs; and recommends and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for assigned divisions: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and maintains policies and procedures as required.

Develops, defends, and implements budget for assigned divisions: determines budget allocations for staffing, equipment, capital improvement, and service delivery needs; coordinates with subordinate staff members regarding division budgets; monitors expenditures and revenues to ensure compliance with approved budget; and maintains related financial and budget reports and documentation.

Represents Public Works Department at boards, commissions, and other meetings: makes presentations regarding department projects and activities; provides staff reports and other information and answers questions; makes recommendations to assist in making decisions and to coordinate work activities; review and evaluates policies, ordinances, legislation, etc.; provides recommendations on language or implementation; and coordinates legislative actions to ensure compliance with new regulations.

Directs operations of assigned divisions: oversees projects, programs, services, and work activities: provides direction to and coordinates with subordinate staff to address issues and concerns and to optimize operations; ensures proper allocation of resources to accomplish goals and tasks for each division; ensures coordination with contractors, other City departments, government agencies, public utilities, and others, as needed; ensures all division work activities and programs comply with applicable local, state, and federal policies, procedures, rules, regulations, permit requirements, laws, codes, and ordinances; and initiates actions to correct deviations or violations.

Participates in developing bid specifications and related contracts for projects for assigned divisions: develops Requests for Proposal and/or Bid (RFPS and RFBs), scope of work, budget, schedule and other project details; participates in bid evaluation and selection and contract negotiations; assists with contract policies, legalities and/or contractor performance; identifies funding sources; manages and oversees project budgets; conducts project progress meetings; reviews and approves reimbursements and payments; and manages and monitors work quality and contract compliance.

Assists Director, Public Works in oversight and administration of the department: makes recommendations regarding department activities, projects, and services; oversees safety program and reporting; assists in the development of and oversight of new revenue projects and programs; recommends solutions to personnel issues, such as discipline, pay grade, hiring criteria, salaries, etc.; and serves as Director, Public Works in absence of the same.

Performs other duties in support of department and/or City operations: participates in storm response plan development and implementation and represents Public Works at the Emergency Operations Center during major storm events; coordinate with regulatory agencies, regional planning and funding partners; develops, maintains, and implements asset management plan; participates in plan review for developments or upcoming City projects; and provides technical guidance and expertise regarding engineering issues impacting infrastructure or future maintenance.

Receives and resolves citizen questions and complaints regarding programs, services, and projects for assigned divisions: provides information, answers questions, and provides solutions; interpret policies and explain initiatives

or desired outcomes; and acts as liaison to various public and private sector agencies and community groups.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, practices, trends, and advances in solid waste, streets, and stormwater operations; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, developers, design professionals, contractors, media, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, time sheets, overtime & vacancy reports, corrective action forms, performance evaluations, engineering and development plans, construction drawings and contracts, project scopes of work and estimates, RFQs, RFPs, or Statement of Qualifications, facilities studies, master and comprehensive plans, watershed assessments, revenue and expenditure reports, invoices, safety reports staff reports, notices of violation, presentations, work plans, policy documents, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering, Environmental Science, Business or Public Administration, or a related field required; supplemented by seven years of progressively responsible experience in engineering and managing streets, stormwater, and solid waste projects and programs, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Requires the ability to provide formal instruction through explanation,

demonstration, and/or examination in a structured setting. [used for college professors or related occupations]"

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.