



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Deputy Public Works Director***

Department: Public Works/Engineering

Reports to: Public Works Director

Pay Grade H18

Date Established: 11/2017

Date Revised: 4/2018

FLSA Status: Non-Exempt

#### **CLASSIFICATION SUMMARY**

The Deputy Public Works Director assists in planning, organizing, directing and supervising the activities of the Public Works Division including but not limited to sanitation, storm water, street, fleet, traffic control, facilities, and capital improvement project management activities. The position provides expert professional assistance to the Director and other Departments in areas of expertise, including but not limited to streets, fleet, and stormwater.

Supervises technical staff and subordinate personnel in the planning and implementation of division functions including storm drainage systems, fleet and equipment maintenance, streets, signs, traffic signals and street lighting, sanitation operations; and performs related work as required.

Serves as backup director for the division.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Assists in the development, implementation and monitoring of long-term plans, goals and objectives focused on achieving the City's mission and Council priorities as directed. Participates in the development of the annual division budget including capital improvement and contract services budgets. Manages and assists in the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs and evaluates the performance of assigned staff. Establishes performance requirements and personal development targets. Regularly monitors performance and provides coaching for performance improvement and development. Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Assures regulatory compliance. Develops, evaluates and implements department goals, objectives, policies and procedures. Assures departmental activities are in compliance with all laws, policies, regulations, and goals.

Assists the Public Works Director with project, program, and contract administration relating to public works activities, with attention given to departmental policies, procedures, and scheduling of infrastructure extension and maintenance.

Determines work procedures, prepares work schedules, and expedites workflow through planning and implementation of construction, maintenance, and operational activities designed to provide quality public facilities and infrastructure for the City.

Participates in the development, administration, and oversight of department and division budgets. Prepares and documents budget requests. Oversees and administers adopted budget in public works departments as needed. Analyzes monthly operating costs, exercises expenditure controls, and makes recommendations for the division budget.

Assigns duties to appropriate personnel and/or contractors. Oversees project management and the maintenance of infrastructure field activities to determine acceptability and conformance to policies and procedures including compliance with time and budget parameters for the project.

Conducts various analyses and inspections of the City's facilities and infrastructure to develop programs.

Assists with planning, organizing, coordinating, supervising and evaluation programs, plans, services, staffing, equipment and infrastructure of the public works departments. Evaluates public works department needs and formulates short and long range plans including transportation, street, drainage, sanitation, and traffic operations as assigned.

Provides recommendations and develops specifications, bidding, and contract documents for service and equipment purchase including all supplies, and materials needed for effective department operation.

Advises Mayor, city attorneys, engineers, Council, Public Works Director, and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding department services.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Theory, principles, practices and techniques of public works, traffic engineering, fleet services, and public works and construction management functions;
- Applicable federal, state and local law, codes and regulations governing the administration of public works and public utilities functions and activities;
- Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;
- Traffic engineering systems and standards for streets and highways;
- Principles and practices of management and supervision;
- Fleet management procurement and systems;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Assist in planning, directing and integrating comprehensive public works and utilities programs and activities;
- Present proposals and recommendations clearly and logically in public meetings;
- Interpret and explain Federal, State, and local laws, rules, codes, and regulations pertaining to Public Works operations and facilities;
- Evaluate management practices and adopt effective courses of action;

- Coordinate City projects with other local, state, and federal agencies and interested and affected community groups;
- Understand, interpret, explain and apply local, state and federal law and regulations governing public works and utilities services;
- Organize and supervise the activities of various crews performing construction and maintenance work;
- Guide, direct and motivate employees;
- Operate a motor vehicle;
- Operate standard office equipment including a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor’s Degree in civil engineering, business or public administration, related degree, or 10 years of related work experience is required;
- Six (6) or more years of progressively responsible engineering or public works or utilities experience, at least two (2) of which were at a management supervisory level is required; or
- Experience with Civil Engineering or construction is preferred;
- Idaho driver’s license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.