



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

**ASSISTANT
PUBLIC WORKS DIRECTOR**

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UD5

CLASS SUMMARY:

The Assistant Public Works Director is a Professional Technical Stand Alone Class. Incumbents are responsible for assisting, advising and representing the Department Director in assigned matters; and planning, implementing programs and managing functions and activities of the Public Works Department, including maintenance and operation of the water filtration plant, wastewater restoration plant, wastewater collection systems, stormwater, drainage, water distribution systems, surface transportation, fleet, and public works engineering projects. Assists with budgetary and fiscal oversight, provides technical assistance, coordinates public works resources, staffing and activities. Incumbents will represent the Department Director in his/her absence.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline and performance evaluation.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Supervises departmental staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Works cooperatively with the Department Director and Superintendents to supervise, oversee, and administer the programs of the Public Works functions, developing and implementing goals, objectives, policies and priorities within each function and program.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Assumes management responsibility for major public works functions and activities, including the maintenance and operations of the water filtration plant, wastewater restoration plant, wastewater collection systems, stormwater, drainage, water distribution systems, surface transportation, municipal landfill, municipal fleet services and public works engineering projects.
- Manages and oversees plans and projects ensuring compliance with code standards and criteria, conducts inspections as needed, and meets with customers and agencies to resolve issues, respond to questions, and provides direction.
- Coordinates and promotes department's work with other City divisions, local, regional and state agencies and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.
- Assist the Department Director in providing support and updates, researches complex issues to make recommendations, and prepares maps, graphs and presentations for staff and Council.
- Prepares, recommends and develops annual and long range budget estimates needed for staffing levels, equipment, materials, supplies and division needs; monitors budget expenditures; assists in managing the annual budget and capital improvement budgets.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Oversees Capital Improvement Program (CIP) projects; confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of engineering, public works, utilities, and streets projects and related matters; provides information regarding these matters.
- Represents the Public Works Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and other types of public services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in civil engineering, business, public administration or a related field and 5 years of management and/or administrative related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid driver's license
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Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
 - Public administration principles and practices;
 - Supervision and management theories, principles and practices;
 - City organization and management;
 - Public Works functions;
 - OSHA safety and training requirements;
 - Public finance, budgeting and principles of asset management;
 - Educational methods and instructional techniques;
 - Personnel policies and procedures and labor contract provisions;
 - City infrastructure layout and location of public properties;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
 - Verbal and written communication;
 - Applying supervision/management theories and practices;
 - Effective and efficient public relations;
 - Research and analysis related to City Code and other areas;
 - Reading, revising and interpreting policies and procedures;
 - Analyzing, prioritizing and organizing tasks under pressure;
 - Project and budget management;
 - Using a computer and related software applications;
 - Providing positive, effective leadership and supervision to staff;
 - Appropriate and effective independent decision making;
 - Supervision of staff;
 - Maintaining confidentiality;
 - Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 5, 2017 Resolution No. 17-6566

Updated June 22, 2018