City of St. Charles Position Description	Position Title	Assistant Director of Public Works - Engineering		
	Department	Public Works	Division	
			Section	
	Full/Part Time	Full Time	Union	Non-Union
	Reports to	Director of Public Works	Positions Supervised	• Admin. Coordinator • Eng. Project Coordinators • Electric Svcs. Mgr. • Env. Svcs. Mgr. • Public Svcs. Mgr.
	FSLA Status	Exempt	Salary Grade	E

Position Description Overview

This position, under the general supervision of the Director of Public Works and in direct coordination with the Assistant Director of Public Works - Operations, assists in the management, planning, organization and direction of management work in the Department of Public Works. Work requires exercise of considerable professional judgment and initiative within the framework of established regulations, policies, and Department Strategic Plan. This position is also responsible for planning, coordinating, and supervising all aspects for the Public Works Engineering Division, in accordance with the Municipal Code(s)/Policy(s) of the City of St. Charles and assisting the Assistant Director of Public Works – Operations. In the absence of the Director of Public Works, this position may assume the duties of the department director when assigned.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific – Primary Responsibilities

1. Assist in the direction of operations, employees, programs, projects, and activities of the Public Services Office (which includes Streets, Storm Sewer Collection and Drainage, Fleet, Facilities Management and Special Programs), Environmental Services office (which includes Water, Sanitary Sewer Collection, Wastewater, and Solid Waste Collection contracts), Electric Distribution, Metering and Communications, Public Works Engineering, and Administrative Support.
2. Assist and make recommendations for the preparation and implementation of the department's budget and capital improvement plan, consistent with standard operating procedures and department priorities.
3. Research and prepare detailed management reports and conduct departmental analyses for various

purposes, including intradepartmental, interdepartmental, City Council, outside regulatory agencies, contractors, consultants, vendors, the general public, etc.

4. Evaluate programs and projects for applications for grants.
5. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City an departmental policies, rules, regulation and ethical standards
6. Coordinate the administration of Public Works programs/ projects with the Assistant Director of Public Works – Operations, Public Services Manager, Environmental Services Manager, Electric and Communications Manager and other City departments including, budgeting, programming, implementation, etc.
7. Develop long-range plans and objectives, to assist in the preparation and administration of the annual and extended four-year budget. Meet all reporting requirements in an accurate and timely manner, record operating data, and maintain all records pertaining to operational activities.
8. Oversee, plan, and supervise the work of the Public Works Engineering Division by:
    a. Manage and prioritize future Capital Projects while working closely with the various Public Works Divisions;
    b. Oversee and prepare construction plans and specifications for both City Capital and Illinois Department of Transportation construction projects;
    c. Supervise and participate in the collection of field data with staff;
    d. Prepare, review, and approve submittals for Illinois Department of Transportation permit applications;
    e. Perform construction observation inspections for City projects, and supervise the inspections performed by staff;
    f. Oversee and review construction observation documentation preparation for City and State projects;
    g. Supervise and develop Engineering Estimates for construction projects; and
    h. Work closely with staff in the prioritization of the City's roadway infrastructure, utilizing the City's Infrastructure Management Software (IMS). As well as updating this program upon completion of rehabilitation work.
9. Direct consultant engineers regarding the preparation of studies, plans and specifications, and construction inspection on new subdivision development and municipal-sponsored Public Works projects/ programs.
10. Coordinates with the Community Development Department and oversees the Public Works Operations Divisions in the review and of engineering plans and specifications, annexation and PUD agreements and the construction inspection associated with new subdivision development, and site plans of nonresidential parcels within the corporate and planning jurisdictional boundaries of St. Charles. Provides assistance as requested by the Director of Community Development.
11. Prepare and oversee the preparation of engineering studies, plans, specifications, and inspections for the Public Works improvements.

12. Keep abreast of new developments and techniques in civil/ municipal engineering as it relates to transportation/traffic, sewer collection, water distribution and storm water management through membership in professional organizations and attendance at technical conferences and seminars as approved by the Director of Public Works.
13. Facilitate the implementation of a GIS system and GIS technologies through working with Information Systems.
14. Prepare and execute the Public Works engineering division budget and Motor Fuel Tax (MFT) budget.
15. Administer the MFT Program(s) and all grant/loan programs available to the City from Illinois Department of Transportation (IDOT).
16. Oversee the storing, updating, revising, coding, categorizing, and preserving of City engineering mylars, prints, specifications, design and field calculations, and notes in either hard copy and/or through computerization.
17. Supervise land survey and traffic collection work, including analysis of data and offer recommendations.
18. Prepare and oversee preparation of public records including plats, easements, vacations, dedications, ordinances, etc.
19. Review and make recommendations on the disposition of construction contractors and engineering consultant selections and payment.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
   - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
   - Participating in proactive team efforts to achieve departmental and City-wide goals;
   - Assisting other co-workers on special projects as required; and
   - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific – Secondary Responsibilities (This position shall assist the Assistant Director of Public Works – Operations with the following):

1. Suggest, analyze, and design departmental record keeping procedures to efficiently manage department records and utilize computer information system to maintain and effectively utilize department databases.
2. Analyze and assist in designing departmental work processes, operations, and construction project approaches to continuously address effective and efficient service delivery.
3. Develop, recommend, revise, and enforce organizational and departmental standard operating procedures including City policies, and safety rules and regulations.
4. Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees,

reviewing performance evaluations completed by division managers of their subordinates and offering advice and assistance when necessary; and handling employee complaints.

5. Assist in administering the union contracts, including addressing grievances and recommending discipline when necessary.
6. Assist with the establishment of departmental priorities and the assignment of work to the appropriate division manager.
7. Keep abreast of problems, circumstances, activities or events which may/will affect the department and keep the Director apprised of concerns.
8. Coordinate with the Finance Department to maintain a competitive purchasing process.
9. Provide ongoing administration and oversight of various City contracts and agreements for which the Department is responsible.
10. Review and respond to questions, comments, complaints and requests for service lodged by the general public and recommend, establish, and implement revisions to departmental rules, regulations, policies, and procedures where deemed appropriate.
11. Assist in the determination of resources to be devoted to various needs on a short and long-term basis.
12. Advise subordinates and supervisors on non-routine matters requiring special knowledge and/or expertise.
13. Assist with the development, implementation, administration and enforcement of departmental emergency operation, policies, and procedures.
14. Administer a comprehensive program of required and discretionary safety and skills enhancement and professional development training and other related activities.
15. Prepare and assist in making presentations before the City Council and Council Committees on matters pertaining to the Department when assigned.
16. Serve as the department's point person in the event of an OSHA or Illinois Department of Labor (IDOL) inspection.
17. Make decisions in hiring and promotion of personnel.
18. Participate and make recommendations in personnel matters of discipline and termination.

Basic Requirements For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	*Standard* 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.
	Position-Specific 1. Thorough knowledge of the principles and practices, laws, ordinances, and statues of Public Works administration. 2. Thorough knowledge of the methods and procedures of Public Works, utility maintenance and repair, and of the types and uses of modern maintenance and related equipment, tools, and materials.

	3. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the department. 4. Thorough knowledge of the principles and practices of civil engineering.
Skills	*Standard* 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Effective skills in negotiating, public speaking, and conflict resolution. 3. Excellent file maintenance and organizational skills.
	Position-Specific 1. Effective leadership skills to efficiently organize, direct, and coordinate the activities, personnel, and equipment of a multi-functional Public Works department, including strong project management skills.
Abilities	*Standard* 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges. 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar,

	spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver's license.
	Position-Specific 1. Ability to maintain primary residency within the boundaries identified by the City is desirable.
Education & Experience	1. Bachelor's degree in Civil or General Engineering required. 2. Possession of a Professional Engineering License from the State of Illinois or the receipt of one within twelve (12) months of commencing employment. 3. Possession of a Certification for "Certified Floodplain Manager" (CFM) from the "Illinois Association for Floodplain and Storm water Management" or the receipt of one within twelve (12) months of commencing employment. 4. Eight (8) years of Civil Engineering experience. 5. Master's degree desirable. 6. Eight (8) years of experience in the administration and management of a municipal public works department or closely related field. 7. Five (5) years of supervisory experience. 8. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
Physical/ Environmental Demands	*Standard* Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including: 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	Position-Specific Moderate physical activity including: 1. Ability to lift and carry up to 25 pounds.

Position Description Acknowledgement

Position Title	**Revised/Updated**
Assistant Director of Public Works - Engineering	7/3/14

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee	Date
Supervisor	Date
Human Resources	Date