

City of St. Charles Position Description  ST. CHARLES SINCE 1834	Position Title	Assistant Director of Public Works		
	Department	Public Works	Division	
			Section	
	Full/Part Time	Full Time	Union	Non-Union
	Reports to	Director of Public Works	Positions Supervised	<ul style="list-style-type: none"> • Admin. Coordinator • Eng. Division Mgr. • Elec. and Comm. Mgr. • Env. Svcs. Mgr. • Public Svcs. Mgr.
FSLA Status	Exempt	Salary Grade	D	

Position Description Overview

This position, under the general supervision of the Director of Public Works, 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. 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

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, capital improvement plan, and City fleet management, 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. 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.

5. Analyze and assist in designing departmental work processes, operations, and construction project approaches to continuously address effective and efficient service delivery.
6. Develop, recommend, revise, and enforce organizational and departmental standard operating procedures including City policies, and safety rules and regulations.
7. 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.
8. Assist in administering the union contracts, including addressing grievances and recommending discipline when necessary.
9. Assist with the establishment of departmental priorities and the assignment of work to the appropriate division manager.
10. Keep abreast of problems, circumstances, activities or events which may/will affect the department and keep the Director apprised of concerns.
11. Coordinate with the Finance Department to maintain a competitive purchasing process.
12. Provide ongoing administration and oversight of various City contracts and agreements for which the Department is responsible.
13. 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.
14. Assist in the determination of resources to be devoted to various needs on a short and long-term basis.
15. Advise subordinates and supervisors on non-routine matters requiring special knowledge and/or expertise.
16. Assist with the development, implementation, administration and enforcement of departmental emergency operation, policies, and procedures.
17. Administer a comprehensive program of required and discretionary safety and skills enhancement and professional development training and other related activities.
18. Prepare and assist in making presentations before the City Council, Council Committees and the Tree Commission on matters pertaining to the Department when assigned.
19. Serve as the department's point person in the event of an OSHA or Illinois Department of Labor (IDOL) inspection.
20. Evaluate programs and projects for applications for grants.

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.

<ul style="list-style-type: none"> • 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. <p>2. Perform other duties as required or assigned.</p>
<p><i>Position-Specific</i></p> <p>N/A</p>

Basic Requirements For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing. <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 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.
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 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. <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 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	<p><i>Standard</i></p> <ol style="list-style-type: none"> 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

	<p>whole numbers, common fractions, and decimals, and to compute percentages.</p> <ol style="list-style-type: none"> 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.
	<p><i>Position-Specific</i></p> <p>N/A</p>
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. Bachelor of Science degree in civil engineering, construction engineering, public administration, business or other field closely related. 2. Master's degree desirable. 3. Eight (8) years of experience in the administration and management of a municipal public works department or closely related field. 4. Five (5) years of supervisory experience. 5. Possession of a Professional Engineering license from the State of Illinois is desirable. 6. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <p>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:</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.

	<ol style="list-style-type: none">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.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none">1. Ability to work near moving mechanical parts and in high, precarious places.

Revised 9/6/2011

Position Description Acknowledgement

Position Title

Assistant Director of Public Works

Revised/Updated

9/6/11

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