



Public Works Assistant Director (9917)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: No

Purpose

The purpose of this classification is to assist the Director, Public Works in the planning, directing, and overseeing of the operations and staff of the Public Works Department. Incumbents in this classification are assigned to one of two divisions: Roads/Airport or Sanitation/Fleet.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Manages, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; and makes final decisions in the recruitment and selection of division employees.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; 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 Director, County management, and elected officials.

Develops and implements long- and short-term plans, goals, and objectives for area of assignment: collects and analyzes multiple sources of data; evaluates effectiveness and efficiency of department activities; reviews and revises policies, procedures, plans and programs; and researches, assesses, and develops strategies to meet current and future County needs in area of assignment.

Develops, implements and monitors policies, procedures, and protocols for area of assignment: interprets, explains and implements local, state, and federal laws, codes, and regulations; conducts staff meetings; and provides information, updates, and coordination of work activities.

Develops and implements budget for assigned area: recommends staffing levels, equipment, materials and other budget allocations; approves and monitors revenues and expenditures to ensure compliance with approved budget; and prepares and submits budget documentation and reports.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Represents the department in review meetings, various forums, public information meetings and other events: discusses issues with architects, engineers, consultants, the public, and other local and state agencies to achieve understanding and consensus on all issues raised; provides information and answers

questions; presents the department's views on proposed projects; and provides updates on ongoing projects.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to work activities; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Construction Management, Environmental Service, or a related field required; supplemented by one year of experience in managing and administering public works programs and activities; 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 Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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 work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, 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.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019