

<b>CITY OF LAKE CITY</b>	<b>Job Description</b>
<b>Title:</b> Assistant Director of Public Works	<b>FLSA Status:</b> Exempt
<b>Department:</b> Public Works	<b>Position Status:</b> Full-Time
<b>Accountable To:</b> Public Works Director	<b>Salary Grade:</b> 16
<b>Prepared By:</b> Public Works	<b>Revision Date:</b> 2022

**Job Summary:**

Assists the Public Works Director in managing, planning, coordinating and implementing required Public Works services and infrastructure within the City. Assists in setting policies and goals under the direction of the Public Works Director. Take lead role in Municipal Separate Storm Sewer System (MS4) program and sustainability efforts city-wide. Departmental supervision is exercised over superintendents, foremen and all personnel within the Electric, Water/Wastewater, Street/Parks and Hok-Si-La Park divisions of Public Works.

**Scope of Responsibility:**

Reports to the Director of Public Works. Serves as a member of the Public Works management team. Provides supervision, guidance and direction to all divisions of Public Works.

**Essential Duties and Responsibilities:**

1. Assume management duties in the absence of the Public Works Director.
  - 1.1 Assist in management of services and activities of the Public Works department including Electric, Water/Wastewater, Street/Parks and Hok-Si-La Park divisions of Public Works.
  - 1.2 Assist in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
  - 1.3 Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
  - 1.4 Plan, direct, coordinate and review work plans for Public Works staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
  - 1.5 Assist with selection of new employees and evaluation of Public Works superintendents, foremen and other positions as needed.
  - 1.6 Serve as the liaison for the Public Works department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
  - 1.7 Serve as staff liaison on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
  - 1.8 Provide responsible staff assistance to the Public Works Director.
  - 1.9 Conduct a variety of organizational and operational studies and investigations; recommend modifications to public works programs, policies and procedures as appropriate.
  - 1.10 Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
  - 1.11 Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  - 1.12 Perform related duties as required.

2. Assist in budgeting and planning duties in the management of public works.
  - 2.1 Participate in development and administration of the department's annual budget including the 10-year Capital Improvement Plan.
  - 2.2 Forecast funds needed for staffing, equipment, materials and supplies.
  - 2.3 Monitor and approve expenditures, implement adjustments.
3. Plan, direct and oversee operation and maintenance of the municipal storm water system.
  - 3.1 Oversee Municipal Separate Storm Sewer System (MS4) program.
  - 3.2 Direct inspections of construction sites.
  - 3.3 Monitor stormwater structures including ponds, manhole sumps, inlets and outfalls.
  - 3.4 Serve as staff liaison to the Minnesota Pollution Control Agency (MPCA) on stormwater matters.
4. Plan, direct and oversee sustainability efforts for the city.
  - 4.1 Serve as staff liaison to local environmental groups.
  - 4.2 Serve as city liaison to regional environmental organizations.
  - 4.3 Work with city contracted hauler for waste disposal and recycling programs.

### **Knowledge, Skills and Abilities:**

Knowledge of municipal street and park/recreation maintenance and construction, infrastructure management, electric utility management, environmental resource operations, and other public works functions; knowledge of the principles and procedures of water and wastewater collection, treatment and distribution; knowledge of municipal government operations; considerable knowledge of federal and state laws, ordinances, and requirements related to public works; strong oral and written communication skills; strong problem solving skills; ability to remain calm in stressful situations; ability to set an example of integrity and competence; effective leadership and motivation skills; proven team building skills; excellent budget and financial skills; and basic computer competency (word-processing and spreadsheet); ability to read plans and drawings; ability to conduct field tests as required; ability to prepare plans and detailed reports; ability to supervise the work of skilled, semiskilled or unskilled workers on a large scale over a wide area; ability to establish and maintain effective working relationships with City officials, contractors, architects, engineers, regulatory agency representatives, associates and the general public.

### **Minimum Qualifications:**

Bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration or related field. Three years public works experience including two years administrative and supervisory responsibility, or equivalent combination of education and experience.

### **Physical Demands & Working Conditions:**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing

written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location.

**Special Requirements:**

Valid Class D driver's license.