Job Description

Job Title:	Assistant Director of Public Works/ Engineering	Classification:	Classified
Department:	Public Works	Grade:	380
Occupational Group:	Engineering	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees and directs the day-to-day operations of multiple divisions within the Public Works Department.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Manages day-to-day activities, programs, and personnel within the engineering functions and divisions of the Public Works Department including: Storm Water Engineering, Sanitary Sewer Engineering, Streets Engineering, Contract Engineering, Inspection and Survey. Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
2. Organizes, coordinates, assigns, and reviews work of subordinate engineering staff involved in a variety of public works engineering-oriented activities including street design, general field survey, contract/bid development, public works construction project inspection, and the design and construction/renovation of City buildings and facilities.
3. Confers with and provides technical engineering advice to design professionals and contractors regarding the design, construction, maintenance, and repair of streets, sidewalks, sanitary and storm sewer lines, wastewater treatment, traffic controls, and municipal structures and facilities.
4. Oversees review and approval of engineering drawings, plans, and blueprints to ensure compliance with established project specifications and established engineering standards.
5. Meets with design professionals, contractors, property owners, and the public to explain public works projects and resolve problems.
6. Confers and coordinates activities with State, Federal, and local design professionals, environmental, and public works agencies/organizations.
7. Prepares project status reports and budget estimates. Presents periodic reports to the Public Works Director, City Manager, and City Council as requested.
8. Serves as the Public Works Director during the Director's absence, as needed.
9. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
10. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
11. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

12. Develops and manages multiple division's annual budgets and serves as the subject matter expert for the assigned divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
13. Participates in the development and implementation of long-range planning including reviewing and evaluating work products, methods and procedures as well as forecasting needed staff, equipment, material and supplies.

Other Duties

- Presents information at various civic and professional organizations on behalf of the City.
- Attends, leads and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of public administration including budgeting, program planning/development, project management, and employee training and supervision; civil engineering, public works, and municipal utility operations; Joplin City Charter, Code, and City Personnel Rules and Regulations; Federal, State and local laws and regulations affecting municipal public works activities; public administration techniques; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with departmental staff, staff in other departments, elected officials, and the public; contract development and management for both consultant and construction contracts; interpreting complex public works-oriented engineering designs, drawings, plans, and regulations; evaluating complex public works-oriented engineering designs, drawings, and plans to ensure compliance with established project specifications and engineering standards; managing multiple projects simultaneously; planning, organizing, and directing the work of subordinate engineering staff; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related discipline.

Experience: Five years of full-time professional engineering experience in a public works environment which includes supervisory and/or managerial experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must possess registration as Professional Engineer in the State of Missouri or acquire within probationary period if currently registered by another state at the time of appointment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve

and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and limited exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	