Job Description

Job Title:	Assistant Director of Public Works/ Operations	Classification:	Classified
Department:	Public Works	Grade:	360
Occupational Group:	Public Works Administration	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 of operational divisions of the Public Works Department including: Airport, Facility Maintenance, Infrastructure, Transit, Solid Waste, Wastewater, and the Sign and Signal Shop. Directs assigned personnel, evaluates performance, and provides training and development as appropriate.
2. Organizes, coordinates, assigns, and reviews work of staff involved in a variety of public works-oriented activities including environmental services such as wastewater treatment, solid waste management, sewer maintenance, facilities maintenance, infrastructure maintenance, public transportation, and airport oversight.
3. Coordinates discussions and activities with State, Federal, and local design professionals, environmental, and public works agencies/organizations.
4. Prepares project status reports and budget estimates. Presents periodic reports to the Public Works Director, City Manager, and City Council as requested.
5. Serves as Joplin's Accountable Executive responsible for controlling and directing human and capital resources needed to develop and maintain the Agency Safety Plan (ASP), Safety Management System (SMS), and Public Transportation Agency Safety Plan (PTASP) in the absence of the Public Works Director.
6. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
7. 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.
8. 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.
9. 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.

10. 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.
11. Serves as the Public Works Director during the Public Works Director's absence, as needed.
12. Assists the Human Resources Department to evaluate, develop, and implement the Department's safety program. Serves as the Department's Safety Manager.
13. Presents reports to the City Manager and City Council on individual projects as necessary.

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: Public works operations including environmental services, customer services, building, and fleet operations; principles and practices of municipal government including budgeting, project management, program planning and development, employee training and supervision, and public works management; Joplin City Charter, Code, and City Personnel Rules and Regulations; principles, practices, and techniques for developing and implementing an employee safety program; wastewater treatment facilities operations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with departmental staff, staff in other departments, elected officials and the public; researching, analyzing, and evaluating public works services and functions; interpreting complex public works regulations; evaluating complex public works oriented management standards; planning, organizing, and directing work of staff; developing and implementing departmental safety policies and procedures; managing multiple projects simultaneously; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Engineering, Public Administration, Business Administration, Construction Technology, or related discipline. Engineering degree is preferred.

Experience: Five years of progressively responsible supervision or management of wastewater plant operations, construction and infrastructure projects, stormwater management, or utility management in a public works organization or a public/private organization where the experience is determined to be equivalent.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must possess and maintain a Class D Wastewater certificate from the State of Missouri within six months 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.	