

Assistant Director of Public Works – Engineering Job Description Revisions

September 15, 2020
Council Meeting



Assistant Director Job Duties

- Supervise an office of eight (8) staff members
- Manage Capital Improvements Projects and Project Agreement, preparation of plans, specifications and estimate for bid advertising
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures as needed
- Administer the Erosion and Sediment Control and Stormwater Management Programs for the City.



Engineering Department Program Administration

- Erosion and Sediment Control Program (Program Audit by DEQ)
- Virginia Stormwater Management Program instituted in 2014 (DEQ)
- Municipal Separate Storm Sewer System (MS4) program since 2002 (EPA and DEQ)
- Virginia's Phase II Watershed Implementation Plan - Total Maximum Daily Load (TMDL) Plan effective 2013 (EPA and DEQ)
- Locally Administered Projects Qualification Program effective 2019 (VDOT)



Federal/State Funding based on Type of Design work since 2015

- In-House Design
- \$1.9 Million in Total
- Holly Ave Reconstruction, North Elementary Phase 1 Sidewalks and Stratford/Mallard
- Consultant Design
- \$12.9 Million in Total
- Multiple Projects including Dupuy, Lakeview, North Elem Phase 2, Conduit/Ellerslie Intersection, Etc.



New Technical Requirements

- Erosion and Sediment Control Program Administrator
- Stormwater Management Program Administrator
- VDOT Locally Administered Projects Qualification Program Certificate

Revised Requirements

- Work experience reduced from 10 years to 8 years (Reduced to 4 years with Master's Degree)
- EIT certification adjusted from Required to Desirable
 - Expands applicant pool to include nearby Fort Lee personnel
 - Allows for promotional opportunities for existing and future staff members
 - Better reflects the shifting responsibilities within the Engineering division

