

ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING
JOB DESCRIPTION

Department: Public Works – Engineering Division
Reports To: Public Works Director/City Engineer

Overview: Plan, organize and supervise various engineering and maintenance operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

ESSENTIAL DUTIES

- Assist Director of Public Works/City Engineer in planning, establishing priorities and budget for public works programs and projects
- Assign, supervise, and review the work of consultants and staff involved in engineering design, permits, construction management, inspection, drafting and other project-related tasks.
- Provide technical assistance to other departments, contractors, developers, and citizens.
- Manage Capital Improvement Projects and Project Agreements, preparation of plans, specifications and estimates for bid advertising.
- Administer construction contracts and oversee construction of projects. Investigate and determine best solution to construction contract problems; negotiate, recommend approval of change orders when required. Oversee construction project documentation. Oversee project metrics related to schedule, budget and earned value.
- Oversee and participate in public meetings and hearings as required for design and construction projects. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Assist in the development, implementation, and administration of the engineering capital improvement program.

- Ensure compliance of operations with applicable federal, state, and local environmental and safety regulations.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for requests; monitor and control expenditures.
- Assist in the interview, selection, and negotiation of contracts with consulting engineers and other vendors. Administer consulting engineering service and vendor contracts and approve payments.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures as needed in a timely, effective manner.
- Coordinate with government officials on matters affecting public works.
- Other duties as required.

NEW PAY GRADE: General – 18

FLSA DESIGNATION: Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

A Bachelor's Degree and ~~ten~~ **eight** years directly related professional experience or
 A Master's Degree and over ~~five~~ **four** years directly related professional experience or
 any equivalent combination of experience and training which provides the required
 knowledge, skills, and abilities.

Must possess an ~~Engineer-in-Training (EIT) certification~~ **Erosion and Sediment Control
 Administrator certificate, Stormwater Management Program Administrator certificate
 and successfully complete the Local Administered Projects Qualification Program
 through VDOT within a specified period of time** (licensure as **an engineer-in-training or
 professional engineer** desirable); may require additional certification in engineering-related
 specialties.

Supervisory Controls

The position generally manages the operations of a division. The work is performed under
 general direction; the Department Head or City Manager identifies the overall objectives and
 resources available. The employee and supervisor, in consultation, develop the deadlines,
 processes and work to be done.

The employee is responsible for planning and carrying out assignments, resolving most of the
 conflicts that arise, coordinating the work with others as necessary, and interpreting policy in
 terms of established objectives.

Supervision Given

This position supervises the following positions: Project Coordinator, Senior Engineering
 Technician; Engineering Technician; Construction Inspector; Senior Traffic Technician;
 Traffic Technician; Administrative Assistant.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or
 structural gaps in their specificity. The employee uses judgment in interpreting and adapting
 guidelines such as organizational policies, regulations, precedents, and directions for
 application to specific cases or problems. The employee analyzes results and recommends
 changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and
 methods applied to a broad range of activities or substantial depth of analysis. Decisions deal
 with major areas of uncertainty in approach, methodology or interpretation and evaluation
 processes resulting from such elements as continuing changes in program, technological

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developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.