

CITY OF HELENA



Position Title: Asst Public Works Dir. **Department:** Public Works
Position #: 15305 **Grade:** 162
EEO Category: (5) Para-Professional **FLSA:** Exempt
EEO Function: (15) Other **Work Comp Code:** 8743

DEFINITION

Under administrative direction, to participate in directing, managing, supervising and coordinating the Public Works Department's operations including Engineering, Streets and Traffic, Shop, Helena Bus, Utility Maintenance, Treatment, and Solid Waste services, activities, and programs; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED

Supervised by the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in assuming management responsibility for Public Works Department's programs, services, and activities Engineering, Streets and Traffic, Shop, Helena Bus, Utility Maintenance, Treatment, and Solid Waste; directly supervise programs and services as assigned.

Oversee assigned programs and administrative support functions including budgeting, purchasing, or other specialized department programs and grants; ensure compliance with applicable Federal, State, and local laws, codes, and regulations.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Participate in the preparation of rate increases as directed; prepare complete documentation for rate increases in compliance with appropriate laws, rules, codes, regulations, policies, and procedures.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Public Works Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Public Works Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Important & Essential Duties cont.:

Participate in the preparation, development and administration of the Public Works Department annual budget; assist staff in preparing budget requests and amendments as needed; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; analyze department budget requests and make recommendations; prepare annual revenue and expenditure forecasts; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary; assist with grant development; attend meetings with Budget Analysts and budget work sessions with the City Commission; serve as a direct budget liaison to staff.

Assist the Public Works Director in directing, overseeing, and administering special Federal or State grant funds.

Monitor bond issue construction funds; prepare status reports for funding of future projects.

Serve as a liaison for the Public Works Department with other City departments, divisions and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Public Works Department programs, policies, and procedures as appropriate.

Participate in public information campaigns; prepare and present speeches and press releases; draft and edit pamphlets and news articles for radio and television.

Represent the Public Works Director at City Commission and other meetings as assigned.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Public Works.

Respond to and resolve difficult and sensitive inquiries and complaints.

Review and assess training needs and available programs.

Participate in labor negotiations with the City's labor unions; provide meaningful analysis of wage and benefit proposals; monitor compliance with applicable contractual agreements.

OTHER JOB RELATED DUTIES

Serve as Public Works Director upon the request or absence of the Public Works Director.

Performs other duties as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive public works program.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Research and reporting methods, techniques, and procedures.

Techniques and principles used in emergency disaster situations.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal services, utilities, and proposed public works facilities.

Recent developments and sources of information on municipal engineering and public works administration.

Technical, legal, financial, and public relations problems involved in the conduct of municipal public works programs.

Principles and practices of research and data analysis, selection, interpretation, and dissemination.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient Public Works services.

Perform responsible and difficult financial and administrative work involving the use of independent judgment and personal initiative.

Plan, organize, and direct comprehensive public works, engineering, and capital improvement programs.

Manage, direct and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Ability to cont.:

Identify and respond to community and Public Works Director issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Conduct research on a wide variety of administrative topics including budget and staffing proposals, operational alternatives, service contract feasibility, and grant funding.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Administer contract services.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare and deliver effective written reports and oral presentations.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Provide administrative and professional leadership and direction for the Public Works Department.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands/ Work Environment:

Ability to work in a standard office environment using computer equipment, with ability to travel to different sites and locations. May at times be exposed to outdoor environment including hot and cold temperatures, dirty, dusty, smelly environments, some mechanical or electrical hazards, confined spaces and possible exposure to chemicals.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible public works experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering, public administration or a related field.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____