### City of Mattoon, Illinois

**Job Description**

**Title:** Assistant Public Works Director

# **Classification:** FLSA Exempt

# **Immediate Supervisor:** Public Works Director

# **Departmental Commissioners:** Streets & Public Improvements; Public Property

**Compensation Range:** $90,000.00 to $100,000.00

Commensurate with Qualifications & Experience

**POSITION SUMMARY:**

To assist the Public Works Director in organizing, leading and coordinating activities and operations of the several units of the Department of Public Works, including the Water, Sewer, Street, Buildings & Grounds, Street Lighting, Traffic Control Devices, Sidewalk, Parking Lot and Equipment Maintenance. This employee assists in overseeing the procurement, construction, maintenance and operation of equipment and facilities. The Assistant Public Works Director takes an advisory role in developing and implementing major department policies, long-term programs, resolutions to major problems and budgets. The position is primarily administrative in nature and will focus on day-to-day departmental coordination and will delegate authority for day-to-day operations and performance to departmental superintendents. Overall direction is received from the Public Works Director.

**ESSENTIAL DUTIES:**

Guides and supervises departmental superintendents and support staff on problems relating to the activities of the department, recommends and assists in administering policies and procedures.

Participates in the development of a fleet management program that will identify the best time to repair or replace equipment to gain maximum use at minimum cost.

Works closely with departmental superintendents to monitor the condition and maintenance of their equipment and facilities, and ensure issues are promptly addressed and that they are kept in the best possible operating condition.

Assists in negotiating agreements and contracts with consultants, contractors and other governmental agencies for capital improvement projects.

Participates in the development and administration of the department budget; assists in the forecast of funds needed for staffing, equipment, materials and supplies; oversees day-to-day expenditures and implements budgetary adjustments as appropriate and necessary.

Assists in formulating capital improvements plans, preparing and justifing departmental budget requests.

Participates in exploring grant opportunities and formulating applications for grant funding.

Helps in negotiations in collective bargaining agreement and formulate policies pertaining to departmental operations.

Responds to and resolves difficult and sensitive citizen inquiries and complaints regarding capital improvement projects; provides final decisions on variances to City standards and approves the use of new materials and methods.

Assists in the preparation of specifications, bidding, selection of contractors and vendors. Assists in overseeing projects to ensure contractor compliance with plans, specifications, time and budget parameters for projects.

Assist in the review of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans.

Oversees and records construction and repairs of sanitary sewer, water, storm drainage, street systems, buildings and facilities of the Public Works Department.

Assists in improving operations, decreasing turnaround times, streamlining work processes and working cooperatively to provide quality customer services.

Attends and participates in group meetings; stays abreast of new trends and innovations in the field of public works and capital improvements.

Perform other related duties and responsibilities as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Water, sewer and street construction and maintenance principles, practices and methods as applied to municipal government operations.
2. Principles and practices of capital improvement project management and coordination.
3. Effective management principles and techniques.
4. Public works equipment use, repair and maintenance.
5. Federal, state and local laws affecting departmental operations.

Skill in:

1. Trades associated with public works maintenance, repair, alteration, and construction of facilities and fixtures.

Ability to:

1. Organize, direct and coordinate the activities of several operating divisions.
2. Develop and administer departmental goals, objectives and procedures.
3. Develop long-term plans and formulate major policies on complex technical and administrative problems.
4. Delegate authority and responsibility.
5. Communicate clearly and concisely, both orally and in writing.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Act as a mentor to supervisors and their work with lesser skilled employees.
8. Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Requires a two-year degree from an accredited Community College plus Water and Wastewater Operator certifications is a plus, or a degree in civil engineering or closely related field. A professional engineering license and six years of increasingly responsible public works administration or civil engineering experience with at least three years in supervisory position is a plus.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain and maintain a valid Illinois Class D Driver’s License.

Must possess or be able to obtain and maintain an Illinois Department of Transportation Documentation of Quantities Certificate, PCC Level Certificate, and an HMA Level Certificate.

An employee in this job classification sets a high standard for safety and is required to assure that employees supervised use appropriate safety equipment and safety procedures.

**PERFORMANCE EVALUATIONS:**

An employee’s performance is measured in accordance with the specifications of this job description. This job description is subject to change by the employer as needs of the employer and the requirements of the job change.