

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT DIRECTOR PUBLIC WORKS/PUBLIC UTILITIES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible professional, administrative and management work assisting the Director with the supervision and day-to-day operations in the Public Works or Public Utilities department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supports and assists the Director, Public Works or Director, Public Utilities in planning, organizing, coordinating and directing the day-to-day work of the department; participates in the development and implementation of long- and short-term goals, objectives, policies, procedures, and work standards for the Department; conducts a variety of management and strategic planning studies; researches department files, legal and database records, and other sources to analyze data and identify trends; evaluates the efficiency and effectiveness of service delivery methods and procedures; makes recommendations for necessary improvements.

Oversees and participates in the development and administration of the departmental operating and capital improvement budgets; prepares project cost estimates and alternatives in both Public Works and Public Utilities; reviews and approves requests for work, materials, contracts, and purchases of services and commodities; assures that assigned areas of responsibility are performed within budget and on time.

Assumes the role of Department Head in the absence of the Director.

May supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; may conduct interviews and make hiring recommendations; may coordinate staff training.

Coordinates daily activities of sewer infiltration and inflow crew members; analyzes and interprets data from I and I to recommend system improvements.

Ensures quality control for the annual paving contracts by inspecting street paving, patching, and milling; collects weight tickets and approves for payment.

Responds to and coordinates activities for all departmental accidents; provides on-going safety training and coordination.

Manages the preparation of sanitary sewer, water, storm drainage, street system and drainage maps, databases, comprehensive plans and filed map systems with GPS equipment, coordinates with other departments the use of maps, scanner, or GPS equipment.

Prepares or completes various forms, reports, correspondence, statistical data, histograms, studies, project schedules, engineering designs, construction plans, sketches, drawings, spreadsheets, or other documents.

Receives various forms, reports, correspondence, project plans, construction specifications, construction bids, agenda requests, agendas, engineering reports, technical study reports, project schedules, project budgets, contracts, agreements, maps, plats, aerial photographs, laws, codes, ordinances, policies, procedures, standards, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, motor vehicle, measuring devices, surveying instruments, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, Town officials, employees, other departments, engineers, architects, surveyors, consultants, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May serve as the liaison for Public Works or Public Utilities with various regulatory agencies and committees in areas of assigned responsibilities.

Reviews and keeps current on new laws and regulations affecting the Town of Collierville.

May assist in the preparation and maintenance of product specifications, equipment quotations, infrastructure records and the departmental library of functional or operational manuals, policies, and work methods.

Conducts special projects as assigned.

May attend local, regional, and occasionally national seminars and conventions for educational purposes.

May attend Mayor and Board of Alderman meetings and other relevant government and business meeting after regular business hours.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires a Bachelor's degree with major course work in Civil Engineering, Business Administration or a closely related field; supplemented by six (6) years progressively responsible public works or public utilities experience including five (5) years supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid motor vehicle operator's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). May occasionally involve moderately heavier objects and materials (25 – 50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, or bright/dim light.

APPROVALS

James Lewellen, Town Administrator

Shanda Ford, Interim Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.