



## Assistant Public Works Director

### Job Description

**Department:** Public Works

**Rating:** D61

**Supervisor Title:** Public Works Director

**FLSA Status:** Exempt

**Minimum Qualifications of Education and Experience:**

Bachelor's Degree in Civil Engineering; Six (6) years progressive experience in survey, design and construction management required; Three (3) years supervisory experience required; Previous experience in budgeting and administration in public works or related field required.

**Required License (s):**

Incumbents in this class typically require:

- Registration as a Licensed Professional Engineer in the State of Minnesota
- Valid Driver's License
- Various MnDOT technical certifications may be required after a time, depending on department needs

**Nature of Work:**

It is essential for incumbent to have strong interpersonal and communication skills for interacting with the public, co-workers and staff members. Under the direction of the Public Works Director, the Assistant Public Works Director is responsible for providing professional highway design, traffic engineering and analysis in the development of highway construction and traffic engineering plans. This position will serve as acting Director in the absence of the Public Works Director. This position also includes construction management and supervision of construction activities, assisting in budget preparation, coordination and management of professional engineering consultants, administration of bridge safety inspection program, and additional tasks as assigned by the Director.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Oversees the development of, prepares, reviews and/or approves department financial and technical plans, applications, reports, contracts and related documents.	Daily 25%	D6
2.	Manages department programs, projects, and related operations, including developing and managing department goals, policies, and procedures, supervising staff, and ensuring compliance with applicable regulations, policies, and procedures	Daily 25%	D6
3.	Collaborates and works with the Public Works Director in the formulation and preparation of the construction budget, capital improvement plan, and departmental plans/reports. Administers and monitors the construction budget and approval of expenditures. Prepares Requests for Proposals (RFPs) for the hiring of professional engineering consultants; evaluates and rates the submitted proposals; recommends consultant for contract award; coordinates and manages the work and schedules of hired professional engineering consultants.	Daily 25%	C4
4.	Provides assistance and guidance to engineering technicians in design procedures and practices to ensure accepted industry best practices. Provides technical and professional support to field construction change requests and general activities to ensure project construction meets specification and design results.	Daily 25%	C4
5.	Represents the department on statewide and regional committees as well as provide outreach to local community organizations.	Monthly	C4
6.	Performs other duties of a comparable level or type, as required.	As Required	N/B

**Level of Decisions:**

Applies advanced knowledge and skills to the position; adapts procedures, processes, tools, equipment and techniques to meet the complex requirements of the position.

**Direction Received/Provided:**

Work is performed under general direction of the Public Works Director. Provides direction, guidance and delegates tasks to others on work methods and procedures.

**Knowledge, Skills and Abilities Required:**

- Skill in interpersonal communication including speaking, presenting and interacting with composure, professionalism and discretion;
- Ability to establish and maintain effective working relationships with employees, co-workers, elected and appointed public officials and public and private agencies;
- Surveying and Highway Engineering construction methods and procedures;
- Public Works organization principles, methods and procedures;
- Federal and state laws applicable to Public Works administration and construction;
- Contract administration;
- OSHA standards and safety planning;
- Current developments in transportation related field;
- Strategic thinking and problem solving;
- Skilled in decisiveness, leadership; handling conflicts and negotiating solutions;
- Ability to multi-task and meet established deadlines;
- Plan and organize a road and bridge construction and maintenance program;
- Plan, organize, assign, delegate and prioritize the work.

**Persons with Disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work performed is both inside and outside. There is high pressure associated with project or activity deadlines. Contact occurs frequently with individuals who may be emotionally charged. Wrist and finger manipulation due to filing, compiling, calculating, or computer work. Must be able to perform the following: bending, turning/twisting, kneeling, climbing, reaching out, grasping, fingering and lifting up to 50 pounds. Exposures may include, but are not limited to: construction zones, heavy equipment, live traffic, heat, cold, rain, dust and dirt. Equipment used but not limited to includes: personal computer, printers, telephone, cellular phone, calculator, typewriter, copy and fax machine, video equipment, personal safety equipment, electronic drafting equipment, material testing equipment, survey instruments and county vehicles. Additional physical/mental requirements may not be listed above, but are inherent in performing the position's essential functions. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.

Employee Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Classification History:	
Date:	Comments:
March 2019	