

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Assistant Director of Public Works
DEPARTMENT: Public Works - Operations or Engineering

E-PLAN
SG:E2-16
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Responsible for the planning, organizing, staffing, directing and controlling the Engineering or Operations Divisions of the Public Works Department. Ensures that business practices and standards of performance are met for projects, programs, tasks and responsibilities under the purview of the Division and accomplished in an effective and cost-efficient manner.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Public Works. Work is performed under general guidance and direction and the guidance of pertinent federal, state and local laws and regulations. Serves as a member of the Public Works management team. Provides supervision, guidance, and direction to the Engineering or Operations Division.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides technical, administrative and fiscal direction to the Engineering or Operations Division of the Public Works Department. This includes program planning and management, budget preparation, and personnel administration.
2. Responsible for planning, designing, construction and operation and maintenance of public works facilities (i.e. street and traffic control systems, water and sewer facilities, water and wastewater treatment, storm and surface water management).
 - A. **In the planning area:** develops and maintains comprehensive plans for the development or maintenance and operation of public works facilities.
 - B. **In the program area:** provides technical support and financial planning for the construction or maintenance and operation of public works facilities.
 - C. **In the design area:** provides quality, cost-effective design for construction and maintenance projects either utilizing in-house staff or by selecting and administering the work of consultants.
 - D. **In the contract administration area:** administers construction contracts for project/program quality, fiscal control and other parameters required by specific funding sources.
3. Maintains records on public facilities and assists the public in their use.
4. **When in charge of the Engineering Division:**
 - A. Works with policy makers and City staff to facilitate the integration of Public Works concerns and infrastructure requirements in the development of the City's Comprehensive Plan.

- B. Develops annual capital improvement programs for street, water, sewer, water/wastewater treatment, and storm and surface water management facilities.
- C. Oversees and manages the private use of public rights-of-way through permits and inspections. Provides information regarding availability of public utilities.
- D. Oversees the acquisition of real property, including relocation assistance and easements necessary for capital improvement projects.

5. When in charge of the Operations Division:

- A. Oversees the operation and maintenance functions of the street, storm water collection, water distribution, waste water collection, traffic control and communications systems of the City. Provides oversight of the Downtown Parking program and Parkade operations. Provides oversight of the Clean Green Yard Waste Recycling program to ensure proper compliance with regulatory agencies and appropriate fiscal operations.
- B. Oversees management of water supply and treatment systems to ensure that an adequate supply of potable water in accordance with the Safe Drinking Water Act is available for the community; the waste water treatment systems to ensure that waste discharge meets federal and state requirements; and the solid waste program to ensure that programs meet state and federal requirements.
- C. Oversees the warehouse function to include: bidding, procurement, stocking and disbursement of all material and supplies used through the City warehouse. Oversees the Fleet Maintenance and Replacement Programs to ensure that fleet tasks are carried out efficiently and that the size and composition of fleet assets are responsive to the needs of fleet clients. Reviews and projects cost and expense trends in the marketplace to ensure that fleet funds are able to meet financial demands in the short and long terms.
- D. Performs utility rate forecasts and recommends utility rate adjustments and charges. Monitors cost of service in the water and sewer utility to maintain responsiveness and equitable rate structures.
- E. Oversees the GIS and Information Management programs and provides direct supervision to these sections. Oversight includes internal and external client monitoring to ensure the efficient delivery of services and to right size staffing needs.

ADDITIONAL WORK PERFORMED:

- 1. Performs related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of the field of civil engineering as applied to municipal engineering problems, including legal and technical aspects.
- Working knowledge of Public Works Department operations and procedures and the operations of other City departments with related responsibilities.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state and local regulations. Familiarity with area neighborhood issues and environmental concerns.

- Working knowledge of fiscal matters, cost and budget analysis and development and records management related to fiscal issues.

Skill in:

- Communication skills (verbal and written) to enable working with diverse staff, public officials and citizens.

Ability to:

- Management abilities, including leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Develop long-term and short-term plans, strategies and programs.
- Make sound decisions on administrative matters and technical problems.
- Establish and maintain effective working relationships with subordinates, peers, City officials and the public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently remain stationary for long periods of time;
 - Occasionally traverse on uneven surfaces in all weather conditions, including at construction sites;
 - Occasionally move between work sites;
 - Occasionally traverse on uneven terrain;
 - Occasionally transport up to 50 pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, along with considerable time spent outdoors with exposure to all weather conditions on City streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Some travel to professional meetings is expected. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Degree in civil engineering or related field, with knowledge in business or public administration.
- Registration as a Professional Engineer in Washington or ability to obtain within one year (required for Assistant Director/Engineering; preferred for Assistant Director/Operations).
- Minimum of 5 years' experience in municipal Public Works in a significant supervisory position.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: J. Garner
5/95

REVIEWED BY: _____
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