

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Assistant Director of Public Works **E-PLAN**
CLASS TITLE: Assistant Director **SG:E-20**
DEPARTMENT: Public Works - Operations or Engineering **CS:N**
EEO4CODE:OA

JOB SUMMARY:

Responsible for the planning, organizing, staffing, directing and controlling of the Engineering and 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 are met and accomplished in an effective and cost-efficient manner.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Public Works. Serves as a member of the Public Works management team. Provides supervision, guidance, and direction to the Engineering or Operations Division. Functions are managed in accordance with pertinent federal, state and local laws and regulations.

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/or 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 market place 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 duties as assigned within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- 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.
- Management abilities to include: leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Ability to develop long-term and short-term plans, strategies and programs.
- Ability to make sound decisions on administrative matters and technical problems.
- Ability to establish and maintain effective working relationships with subordinates, peers, City officials and the public.
- Communication skills (verbal and written) to enable working with diverse staff, public officials and citizens.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, along with considerable time spent outdoors in 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.

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.
- Any combination of education and related experience that provides the required knowledge, skills, and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Washington State driver's license with proof of good driving record. A three-year driver's abstract will be required upon hire.

PREPARED BY: J. Garner
5/95

REVIEWED BY: _____
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