

***Job Description
City of Mequon***

<u>Title:</u> Deputy Director of Public Works	<u>FLSA:</u> Exempt
<u>Date:</u> 2018	<u>Present Incumbent:</u>
<u>Department:</u> Public Works	<u>Division:</u> Highway-Building-Parks-Maintenance-Forestry
<u>Work Location:</u> Highway Building/City Hall	
<u>General Schedule:</u> M-F, 7:00-3:30, on-call as needed	
<u>Pay Grade:</u> 15	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<p><u>Position's Purpose:</u></p> <p>The Deputy Director of Public Works is responsible for overall supervision of the maintenance and repair of City highways. Also responsible for overall supervision of all parks, building and equipment maintenance. The Deputy Director of Public Works exercises considerable judgment and discretion in accomplishing program objectives and is held responsible to the Director of Public Works for the effectiveness of street, equipment maintenance, forestry, parks and buildings maintenance operations. Supervision is exercised over a staff of 30 full time and 25 part time DPW employees with an annual budget of over \$3 million dollars.</p> <p>The Deputy Director assists in planning, organizing and administering all phases of a major public works function, which may include infrastructure design, construction management and inspection, traffic control and management, review of private sector development; provides line oversight to specific divisions through subordinate management as designated.</p> <p>Assists the Public Works Director in planning, overseeing, managing and directing all activities of a major Public Works Department; including significant short- and long-range capital improvement planning and development, leading strategic planning efforts, participate in transportation and public infrastructure regional planning activities, and identify and develop key performance indicators. Accounts for furthering the accomplishment of departmental planning and operational goals and objectives and for ensuring that assigned division goals and objectives are accomplished within general policy guidelines.</p>	

Description of the Job

A. Essential Duties and Responsibilities:

(Operations Director)

- 30% Oversees and supports the Highway Superintendent, Parks and Forestry Superintendent, Chief Mechanic and Buildings Foreman who plan and direct daily operations of the highway, building, parks, maintenance and forestry divisions. Plans seasonal work schedules and activities and sets standards, rules and regulations for the various division operations. Sees that safety precautions for crews and public are enforced. Oversees and coordinates the operations, management and activities of the divisions and establishes priorities for various phases of the work. Monitors work progress and orders materials and supplies needed.
- 20% Assists the Director of Public Works in preparing budgets as needed. Reviews all expenditures related to highway, building, parks, maintenance and forestry divisions. Directs the procurement of professional services and associated contract negotiations. Participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures and implements adjustments.
- 15% Furnishes staff reports and technical advice to division heads, committees and the Common Council concerning public works. Attends meetings of the Common Council, Park and Open Space Board and the Public Works Committee as required. Prepares and presents staff reports and other necessary correspondence.
- 10% Confers with members of other departments regarding departmental or City-wide operational matters; facilitates the resolution of problems and the development of coordinated policies. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- 10% Oversees snowplowing and/or salting operations as required. Investigates complaints and resolves problems satisfactorily. Recommends major equipment purchases. Develops and implements policy and procedural changes as required. Supervises the roadway marking and sign program. Oversees the roadside maintenance program. Monitors the street sweeping program. Supervises the tree trimming and planting program.
- 5% Directs the selection of staff and facilitates their training and professional development; interprets regulations and City policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.
- 5% Coordinates and allocates manpower and equipment as needed for all highway, building, park, maintenance and forestry activities. Addresses other duties as assigned.

B. Job Specifications:

Required Knowledge: Knowledge of the methods, materials and techniques used in municipal street construction and maintenance; knowledge of the street systems of the City; knowledge of operation and use of motorized vehicles and equipment; ability to develop work plans and oversee street maintenance work; ability to direct the work of several crews concurrently; knowledge of State and federal regulations pertaining to such topics as road signage; ability to get along well with the public. Experience with civil engineering and construction desired, but not required.

Ability to guide, direct and motivate employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public. This position exercises direct supervision over Public Works staff.

Required Skills/Abilities:

Technical

- Working knowledge of a variety of equipment
- Knowledge and ability to enforce regulations regarding OSHA Safety regulations
- Ability to read, interpret and apply federal state and local rules and regulations, understand, and process routine and complex information provided in written form
- Ability to perform basic mathematical functions (x, /,+, -)
- Ability to manage construction projects and consultant contracts
- Ability to negotiate agreements between parties with divergent interest and determine a mutually acceptable course of action
- Ability to develop and manage/monitor annual budgets
- Ability to read, understand and process routine and complex information in written form

Communication/Interpersonal

- Ability to handle stressful situations and complaints
- Ability to communicate effectively, verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public
- Ability to make independent judgments which have significant impacts on the organization
- Ability to delegate work and supervise personnel
- Ability to display initiative
- Ability to articulately and professionally represent the Public Works Department to visitors, the local community, the media, political leaders and other interested parties
- Ability to work with volunteers and community groups
- Ability to use mobile radio, phone, personal computer including word processing, GIS and other software, copy and fax machine

C. Qualifications Required: Experience in street construction, repair and maintenance, and completion of a 4-year college and or master's degree in an applicable field is preferred; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Supervisory experience preferred and requires a high degree of initiative, independent judgment.

D. Supervision Received: As Deputy Director of Public Works works under the general guidance and direction of the Director of Public Works

E. Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is often performed in office settings. Outdoor work is required in the inspection of various highways, construction sites, park activities or public works facilities.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

Date: _____

Department Head or Designated representative

Date: _____

Incumbent

Date: _____