



POSITION TITLE:	Public Works Assistant Director	SALARY RANGE:	\$79,092 - \$122,698
FLSA STATUS:	Exempt – Full-Time	SHIFT:	M-F 7-3
LOCATION:	Public Works	DEPARTMENT:	Public Works
REPORTS TO:	City Manager	CLOSING:	Until filled
SUPERVISES:	Solid Waste, Utilities, and Meter Reading		

General Statement of Duties

The purpose of this position is to oversee and assist the daily operations of the Public Works Department. This is accomplished by providing leadership to department employees, supervising employees' activities, selecting, hiring employees, conducting performance evaluations, ensuring standard operating procedures and policies are followed, developing policies and procedures for the department, assisting in and administering the department operating budget, aligning department goals and objectives with the City's goals and objectives, and coordinating complex construction projects, ensuring construction plans are compliant with laws and ordinances, interacting with City Administrators on department projects, giving presentations to relay project information, and providing public relations support to the City.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervises the development of long-term goals and capital improvement programs for enterprise fund divisions.
- Provides education and staff training for key safety programs and applies creative solutions to keep safety awareness and compliance a high priority in all Public Works Divisions.
- Participates in establishing uniform practices and policies relating to construction, maintenance and repair of the water distribution and wastewater collection systems.
- Supervises personnel in the day-to-day operations by planning work, scheduling activities, assigning tasks, setting standards and rules, and adjusting the work force. Determines designs to complete jobs with equipment, material, and employees available. Coordinates work with other divisions.
- Participates in development of annual capital and operating budgets for the Solid Waste, Utilities and Meter Reading divisions and monitors expenditures. Coordinates charges to appropriate departments and develops basic reports.
- Orders supplies and equipment; supervises maintenance of equipment, wash rack, septic receiving station, and lift stations; checks plans and specification for supplies, material and equipment used.
- Develops and implements divisional goals and objectives for Solid Waste, Utilities and Meter Reading divisions.



- Schedules staff, monitors productivity, enforces work and safety rules, and ensures efficiency of operations to provide timely information to the Water Works billing unit.
- Maintains records and prepares reports concerning meter reading activity or other meter related materials required by management.
- Conducts field inspections and investigations of meters and follows up on meter consumption concerns, problems, or special meter reads.
- Reviews and manages work orders.
- Trains employees in procedures, policies, and guidelines relating to meter reading; provides on-going in-service training to staff concerning new meter reading technologies.
- Investigates and responds to citizen's questions and complaints.
- Maintains knowledge of safety practices, and general regulations related to operations within Public Works; Researches and interprets Federal, State, and local regulations as they apply to Health and Safety concerns; Determine operational impacts and integrate processes to effectively manage applicable requirements.
- Understands and translates abstract and concrete variables across a range of communication styles; Interprets a variety of technical instructions and communicates technical information in an easily understood format.
- Acts as the Director of Public Works in the absence of the Director.

Other Essential Duties

- Regular and reliable attendance.
- Ensures personnel are properly trained and records are prepared timely and correctly.
- Prepares weekend duty for hourly employees.
- Prepares and participates in supervisors' standby list.
- Prepares monthly fire hydrant flush schedule for dead end lines.
- Performs 24-hour standby duty with other City employees for City emergencies.
- Performs repair or maintenance duties when the crew is unable to resolve a problem.
- Performs other related duties as assigned.

Competencies

- Proficiency in professional oral and written communication.
- Self-motivated, reliable, and well organized
- Designs, develops, and coordinates curriculum.
- Develops training plans and schedules.
- Valuing safety as a primary focus for the workplace.

Supervisory Responsibility

Under the broad direction of the Director of Public Works, the employee is responsible for planning, organizing, and directing the activities of a staff of skilled and semi-skilled personnel in the Solid Waste, Utilities and Meter Reading divisions. Employee exercises judgment with latitude in achieving daily and long-term goals and assignments, providing periodic reports to Director for evaluation and possible adjustment.



Minimum Qualifications and Requirements

Graduation from high school or GED equivalent and considerable experience related to water distribution and wastewater collection activities, preferably in a supervisory capacity; or any equivalent combination of education and experience and professional skills that best meets the needs of this position and provides the following knowledge, abilities, and skills:

- Thorough knowledge of the materials, methods, equipment, facilities, and techniques used in public works construction, maintenance, and repair in the distribution of potable water and the collection of wastewaters.
- Considerable knowledge of occupational hazards and safety rules and regulations regarding work.
- Thorough knowledge of the federal and state rules and regulations and current developments applicable to the distribution of potable water and the collection and transportation of domestic wastewater.
- Considerable knowledge of the principles and practices of public works administration.
- Ability to read and interpret construction plans and specifications and to maintain records and prepare reports.
- Ability to reason and make prudent decisions based on available information and knowledge.
- Ability to operate complex machinery and equipment and drive motor vehicles safely and effectively.
- Ability to lead, plan, organize, direct, and instruct multiple employees in the proper procedures for Public Works/Utilities Department.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, co-workers, and City management.
- Ability to communicate effectively with and advise the citizens relative to the work of the division.
- Ability to drive a motor vehicle.
- Ability to walk to investigate water main breaks, sewer line blockage or cave-ins or other problems.
- Ability to walk, climb and maneuver on uneven terrain to set grade for water and wastewater collection line construction.
- Knowledge of a wide range of equipment systems from electrical to hydraulics.
- Knowledge of accounting and inventory systems necessary to track functions associated with solid waste operations.
- Ability to work before, during and/or immediately after an emergency or disaster, as directed.
- Ability to give periodic presentations to city council, civic groups, peer groups, and other organizations.
- Ability to review and analyze current rates of enterprise funds and recommend necessary adjustments.
- Makes efficient and effective use of city resources.
- Develops budget recommendations and proficiently manages department budgets.
- Ensures that employee policy manual is followed and applied fairly to all.

Education and Experience

A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:



- A bachelor's degree in business administration, construction management, public administration, or a closely related field and at least ten (10) years relevant professional experience, of which five (5) years must have been in a leadership, department director or similar executive capacity.
- Three (3) years supervisory experience in public administration, utility, water, and solid waste, or closely related field preferred.

Certificates and Licenses Required

- Possess a Class C Texas Commercial Driver's License.
- Possess Class B Water Distribution Operator and Class III Wastewater Collection System Operator licenses as issued by the State of Texas, or the ability to acquire within two (2) years.

Work Environment

Work is performed indoors and outdoors in conditions of extreme heat and cold, in the presence of large capacity pumping equipment, heavy equipment, cave-ins, mechanical or natural hazards. The incumbent may be exposed to adverse weather conditions, odors, dust, mists and gases on a daily basis while carrying out the responsibilities of the job.

Tools and Equipment Used

- Computerized equipment, personal computer, associated software copy machine, fax, telephone, calculator, and other related equipment.
- Electrical, mechanical, motorized, and hydraulic hand tools and specialized tools.

Physical Demands

- Ability to grasp and manipulate office and similar other tools and materials.
- Ability to lift or carry up to 30 lbs., and to push or pull up to 50 lbs.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice, and other auditory tones.
- Ability to use a computer for extended periods of time.
- Ability to operate machinery, equipment, and vehicles.

Other Demands

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g., correspondence, reports, and other documents.
- Ability to use mathematical reasoning as necessary to carry out the budgeting and regulatory requirements.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology required to execute duties and functions.

**Position Type/Expected Hours of Work**

This is a full-time, non-exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed. The incumbent may be required to work before, during, and/or after an emergency or disaster.

AAP/EEO Statement

The City of Groves is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Groves will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Groves provides excellent employee benefits including a generous paid time off program with a family care feature, medical, dental, vision, prescription drug, retirement (with options), life insurance, AD&D, tuition reimbursement, an employee assistance program and more.

Applications may be printed online and emailed to sgaspard@cigrovestx.com or picked up and dropped off at:

*City of Groves
Human Resources Dept.
3947 Lincoln Ave.
Groves, Texas 77619
Telephone (409) 960-5778*