



CITY OF INGLESIDE JOB DESCRIPTION

Assistant Public Works Director

Department:	Streets and Facilities
FLSA Status:	Exempt
Effective Date:	05/13/2020
Pay Grade:	16

POSITION SUMMARY

Performs difficult advanced technical and administrative work assisting in planning, directing, administering, and supervising department activities to include maintenance and repair of parks, streets, vector control, drainage, buildings, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs inspections for all City street and drainage construction and maintenance projects to ensure proper operations and to ascertain status of projects.
- Reviews plans and ensures compliance with Federal, State, and local ordinances and requirements; assists with compliance with permit requirements.
- Assists in recruitment and selection of department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules.
- Oversees and performs the work of installation, maintenance, and repair of storm water facilities, streets, signage, buildings, and park facilities.
- Operates and approves repair of various heavy equipment such as backhoe, dump trucks, front end loaders, maintainer, and track hoe.
- Receives and responds to escalated customer or citizen complaints; reviews, investigates, and resolves customer complaints.
- Assists in the development and administration of the department budget; recommends the forecast of funds needed for staffing, equipment, materials, and supplies; monitors expenditures.
- Oversees the purchase and maintenance of supplies, materials, and equipment; coordinates the use of available equipment, materials, and staff to obtain maximum effectiveness and economy.
- Prepares or assists in the preparation of a variety of periodic and annual reports on department activities as requested.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under general direction of the Public Works Director
- Departmental Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education** – Associates or Technical Degree with coursework in construction science or related field
- **Experience** – Extensive experience in streets, drainage, and facilities public works including at least 10 years of supervisory experience.
- **License or Certificate** – Valid driver's license in the State of Texas (Class B required). Failure to maintain the required license could result in reclassification or termination of employment.
- **Special Requirements** – May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.

Required Education:	Associates/ Technical
Required Experience:	Extensive
Combination OK?	Yes
License or Certificate:	Valid Texas DL and Class B

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of the principles, practices, equipment, and methods used in streets, drainage, and facilities public works operations.
- Thorough knowledge of the operation, maintenance, capabilities, and limitations of equipment used in area of assignment.
- Thorough knowledge of the occupational hazards and proper safety precautions involved in the operation of equipment.
- Thorough knowledge of traffic laws and regulations governing equipment operation.
- Skill in the operation of equipment.
- Thorough knowledge of modern management principles and practices.
- Thorough knowledge of City policies and procedures
- Ability to plan, direct, and review the work of subordinate employees.
- Ability to interpret community needs for public works improvements.
- Ability to communicate effectively in oral and written form.
- Ability to prepare written technical reports.
- Ability to establish and maintain effective working relationships with associates, architects, contractors, developers, engineers, government agencies, local officials, public safety personnel, and the public.

Admin.:	Memos, Reports and Letters.
Supervision:	Public Works Staff

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, and assembly or fabrication of parts within arm's length.
- Work requires operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work regularly requires exposure to outdoor weather conditions; frequently requires working near moving mechanical parts and exposure to vibrations; and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), and exposure to the risk of electrical shock.
- Work is generally in a noisy location (e.g. on or near noisy equipment).

Weight:	10-50 lbs.
Environment:	Noisy
Physical Activity:	Heavy

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date