



Job Vacancy

Class Title:	Assistant Director of Public Works
Salary:	\$71,554.40 - \$103,831.60 (annually)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Director of Public Works in the planning, organizing, coordinating, and directing the day-to-day work of the Streets, Fleet Maintenance, Sanitation/Recycling, and Water and Sewer divisions; oversees the maintenance of City streets; oversees the repair and maintenance of City vehicles and equipment; oversees the collection and disposal of garbage, and yard debris generated in the city; oversees the maintenance of all City water distribution, wastewater collection and treatment and stormwater management

ESSENTIAL FUNCTIONS

Plans and directs engineering designs and surveys, construction management, and other functions as assigned: coordinates work activities with department divisions, other city departments, local, state and federal governmental agencies, contractors, consultants, and other organizations; and reviews and approves construction plans, contracts and agreements, reports, land acquisitions, requests for proposals, project specifications, work orders, and utility and right-of-way permits.

Manages contract administration for subcontracted work and project management inspections.

Assists in the development, implementation and updating of policies and procedures for department and develops and implements the same for assigned divisions: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Assists in the development and implementation of long- and short-term plans, goals, and objectives for department and develops and implements the same for assigned divisions: researches, assesses, and develops strategies to meet current and future community water and wastewater needs; and assists in implementing needed changes, modifications and/or enhancements.

Ensure that work is performed safely and in compliance with all state permits, laws, and regulations; participates in the conduct of safety meetings for departmental employees.

Works with adjacent counties and cities to develop mutually beneficial intergovernmental agreements regarding water and wastewater management.

Develops, implements and monitors policies, procedures, and protocols for area of assignment: interprets, explains and implements local, state, and federal laws, codes, and regulations; conducts staff meetings; and provides information, updates, and coordination of work activities.

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Assists in the development and implementation of the department budget and develops and implements the same for assigned divisions, including operating, maintenance and capital improvements; monitors expenditures and revenues to ensure compliance with approved budget; coordinates with division staff members regarding division budgets; and maintains related documentation.

Manages large, complex, water utility construction projects as assigned: defines scope of project; attends planning and status meetings; monitors budget and project timelines; solves problems and recommends solutions; responds to formal claims; reviews and approves expenditures; and makes presentations regarding project to community groups.

Prepares applications and proposals for funding from federal and state government agencies, private organizations, developers, and others; gathers and compiles information; completes and submits applications; administers funds according to funding agency rules and regulations; and maintains and submits all required documentation.

Consults and communicates with other departments, outside agencies and other individuals to review operations and activities, review and resolve problems, receive, and give advice and direction, and provide recommendations; attends and/or facilitates meetings; and provides information, reports, documentation, etc. as requested.

Responds to public complaints, questions, and problems; meets with local citizens to answer questions or hear and/or investigate problems.

Prepare periodic reports and ensure the maintenance of necessary operating records.

Provides cost estimates for Public Works projects; drafts technical specifications for subcontracted services; determines the need for requisition and inspects materials, equipment and supplies necessary to complete projects.

Coordinates operation with other departments, divisions, and agencies on various construction projects including operations during emergency and inclement weather conditions.

Manages, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Serves as Director in absence of the same: attends agenda preparation, attends City Council meetings, staff and other meetings and events; represents the department on various committees and at meetings and public hearings; attends and participates in meetings and forums, working with adjacent counties and cities to develop mutually beneficial intergovernmental agreements; and answers questions and provides information regarding department activities and plans.

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ADDITIONAL FUNCTIONS

Provide technical advice of GIS concerns to different departments as needed.

May attend Council Meetings and Public Meetings.

Work 12-hour shift during emergency and inclement weather conditions.

Answer the telephone and direct calls.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Engineering, Planning, Public or Business Administration, or related field required; supplemented by ten years of progressively responsible experience in water, wastewater, and/or stormwater engineering or operations activities, with a minimum of three years of supervisory experience as a division manager preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certifications

Must possess and maintain a valid Driver's License. Designation as a Registered Professional Engineer in the state of Georgia is preferred.

Considerable knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.

Considerable knowledge of GIS.

Must possess and maintain a valid Georgia driver's license Class C. Class B CDL preferred.

Ability to read and interpret maps, engineered drawings, specifications, and shop drawings.

Water Distribution Operator Certification (preferrable)

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the capacity to act as a first line supervisor, including overseeing work, acting on employee problems and assigning the work of others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the action of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimal and percentages; ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variation in assigned objective.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, constructions sites, or public work facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

How to apply:

Applicants MUST submit BOTH the Employment Application AND Background Consent Form.

****Applications received which do not have BOTH the Employment Application AND Background Consent form attached will NOT be considered****

[Application for Employment and Background Consent Form \(Online\)](#)

[Fair Credit Reporting Act](#)