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 planning, organizing, and overseeing dependable municipal services. Reporting to the Director, the Assistant Director coordinates daily operations across assigned Streets, Fleet Maintenance, Sanitation/Recycling, Water and Sewer, and Stormwater functions; supports division supervisors; and promotes safe work, responsive customer service, and responsible use of City resources.

ESSENTIAL FUNCTIONS

Coordinates daily operations across assigned divisions; establishes work priorities with the Director; schedules personnel, equipment, and materials; and monitors progress to maintain reliable services and timely completion of work.

Supervises and supports assigned staff and division supervisors; communicates performance expectations; provides coaching and training; evaluates performance; and addresses employee concerns and corrective actions within delegated authority and City policy.

Oversees preventive maintenance and repair programs for assigned streets, drainage systems, water distribution and wastewater collection infrastructure, vehicles, and equipment; identifies recurring problems and recommends practical improvements.

Assists in developing and monitoring operating and capital budgets; reviews expenditures, resource needs, and cost estimates; recommends purchases and replacements; and maintains accurate records within approved budgets and purchasing procedures.

Coordinates assigned construction and maintenance projects from planning through completion; monitors schedules, costs, contractor performance, inspections, and documentation; identifies issues and recommends corrective action to the Director.

Reviews plans, specifications, proposals, contracts, permits, and related documents within the scope of the position; coordinates technical review with qualified engineers, consultants, and appropriate agencies; and recommends approval or approves only within expressly delegated authority.

Promotes safe work practices and compliance with applicable permits, standards, and regulations; conducts or coordinates safety meetings and training; monitors corrective actions; and promptly reports operational and safety concerns.

Assistant Director of Public Works

Assists with short- and long-term department plans, infrastructure priorities, service improvements, standard operating procedures, and emergency readiness.

Tracks work orders, maintenance records, service requests, and performance information to support decisions and accountability.

Coordinates emergency and inclement-weather response with the Director and other departments; assigns resources, maintains communication, and supports restoration of essential services.

Works extended shifts, including shifts of up to 12 hours, and responds outside regular hours as assigned.

Responds professionally to resident questions, complaints, and service requests; investigates concerns; coordinates corrective work; and communicates timely updates and resolutions.

Works with other City departments, neighboring governments, agencies, contractors, and utilities to coordinate projects and services.

Assists the Director with proposed intergovernmental agreements and provides operational information and recommendations.

Assists with grant and funding applications and administration as assigned; maintains required project and financial documentation and supports timely reporting.

Prepares reports, cost estimates, work programs, and presentations; uses work-order systems, spreadsheets, and available mapping or GIS information to coordinate work and maintain operating records.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor’s degree in Public or Business Administration, Engineering, Construction Management, Planning, or a related field; supplemented by ten years of progressively responsible experience in public works, utilities, infrastructure maintenance, or related operations, including at least three years supervising staff and coordinating work programs; 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 Georgia driver's license. (Class B CDL preferred)

Designation as a Registered Professional Engineer in the state of Georgia (preferred)

Water Distribution Operator Certification (preferrable)

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.