



Assistant Public Works Director/Assistant Town Engineer

Department: **Public Works** Class Code: **34**
Reports to: **Public Works Dir./Town Engineer** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, assists in the management of the Public Works Department and oversees the design and construction of various Town engineering projects.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the supervision and coordination of subordinate staff; sets work priorities; and performs formal employee evaluations.
- Plans, designs, coordinates and manages complex engineering projects, including capital improvement and private development projects.
- Oversees the work of external consultants; develops schedules for bidding and construction; participates in the selection of bidders.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews and approves payments to consultants and contractors.
- Signs and seals engineering plans, reports, specifications and contract documents.
- Provides technical direction, project management and assistance to developers, consultants, external agencies, public works' staff and engineering staff regarding projects.
- Approves materials, methods, equipment, specifications, cost estimates and related documents.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Negotiates rights-of-way acquisitions.
- Inspects projects and/or supervises the inspection of projects.
- Coordinates all project plan submittals for review, approvals and distribution.
- Prepares and presents written and oral reports on projects for Town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensures project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
- Participates in the development of the Department budget.
- May represent the Town on professional and technical committees.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

JOB DESCRIPTION

**Assistant Public Works
Director/Town Engineer**

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in Civil Engineering or a closely related field and five years of experience in management, general municipal engineering or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid AZ driver’s license
Arizona Registered Professional Engineer

Required Knowledge of:

- Municipal budgets practices
- Engineering practices, principles, terminology and methods.
- MAG/YAG standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors and the general public.
- Read and interpret legal descriptions.
- Develop technical reports and computations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of diagnostic software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Senior Engineering Project Manager	5/29/2012			31	Exempt	
		12/09/2014	Assistant PW Director / Asst. Town Engineer	33	Exempt	

APPROVED: _____

DATE: _____