



**City of Rapid City
Assistant Public Works Director
Position Description**

Page 1 of 2

Job Title: Assistant Public Works Director
Department: Public Works
Division: Public Works Administration
Reports To: Public Works Director
FLSA Status: Exempt
Classification: Non-Union

Grade: 25
Prepared By: Dale Tech
Prepared Date: 04/00, 07/00, 01/19/2018
Approved By: Dale Tech
Approved Date: 01/11/18

SUMMARY

The Assistant Public Works Director, under the general supervision of the Public Works Director, supervises enterprise fund division managers and subordinate staff of the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Provide direct line supervision for all enterprise fund Division Managers on routine day-to-day operation of Public Works facilities or services, and provides guidance on questions or problems that may arise during the normal course of operations of these Public Works divisions.
2. Develop policy guidelines and reviews department and division budgets.
3. Supervise the development of long-term capital improvement programs for enterprise fund divisions.
4. Assume responsibility for all Department functions in the absence of the Public Works Director.
5. Advise the Mayor, Council and other department directors on Public Works related issues.
6. Give technical assistance to the Public Works Director, including planning, developing and executing special projects.
7. Represent the City on various negotiations with public and private entities.

SUPERVISORY RESPONSIBILITIES

Manages three subordinate supervisors who supervise a total of 110+ employees in the Solid Waste, Water, and Water Reclamation Divisions. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The number of direct reports is subject to change (increase/decrease) with or without notice. Responsible for reviewing and approving timecard/payroll information.

MINIMUM QUALIFICATIONS

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

Education and/or Experience: Bachelor's degree in Civil Engineering, Public Administration or directly related field from an accredited college or university required along with (8) eight years progressively responsible experience in private or public engineering or related field OR a Master's degree in Civil Engineering, Public Administration or directly related field and (5) five years directly related experience in private or public engineering or related field and/or a relevant combination of education and experience deemed acceptable by the hiring authority.

Other Knowledge/Skills/Abilities (KSAs): This role requires the incumbent to be an enthusiastic, responsible collaborative team member dedicated to the challenge of helping other people. Must possess strong ability to exercise independent judgment and discretion regarding confidential matters. Must be a self-starter with the ability to perform with little or no direct supervision. Demonstrated knowledge of office procedures, ability to interact effectively with the public and employees. Ability to work effectively and efficiently to meet deadlines and pay close attention to detail.



City of Rapid City
Assistant Public Works Director
Position Description

Communication Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body. This position requires superior professional verbal and written communication and customer service skills. Must possess demonstrated effective interpersonal and relationship management skills along with ability to partner and effectively with staff and managers of diverse backgrounds and skill sets. Must possess proven performance of ability to work professionally under pressure while maintaining composure and poise.

Mathematical Skills: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual should have excellent knowledge of Microsoft Office® products along with demonstrated proficiency in general business systems, including web-based software.

Certificates, Licenses, Registrations: Must possess a valid South Dakota driver's license or ability to obtain within 30 days of date of hire.

Physical Demands: The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Work hours: This is a full-time position. Rare but occasional evening and weekend work may be required as job duties demand.

Travel: Up to 10% local, regional, state and/or nationwide travel may be required to attend training, conferences or seminars.

Preferred qualifications: Current/active Professional Engineering (P.E.) License preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.