IVINS CITY JOB DESCRIPTION

ASSISTANT PUBLIC WORKS DIRECTOR OF ADMINISTRATION

DEPARTMENT:	**PUBLIC WORKS**	**FLSA: NON-EXEMPT**
DIVISION:	**ADMINISTRATION**	**REVISED: 7/2015**

GENERAL PURPOSE:

Assists the Public Works Director in various administrative services, policy development, technical review, planning, design, construction, compliance, support to operations and maintenance, asset management and mapping.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Director.

SUPERVISION EXERCISED:

None, unless acting as backup to the Public Works Director.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Administration – supervise various administrative services of the department, involved in budget preparation and tracking, equipment purchasing, staff hiring, and preparation of various reports as requested by the Public Works Director
2. Technical Review – review development plans and construction plans for compliance with City policy and standard specifications.
3. Planning – prepare population projections, identify current and future needs and deficiencies in the utility systems, identify capital projects for future growth, for preparation of capital facility plans and impact fee analyses, and administer consultant services and contracts for planning.
4. Computer Modeling – administer current computer models for identifying service levels and available capacity of water, sewer, and storm drain systems.
5. Design and Construction – prepare, assist in preparation or administer consultant services for the preparation of design drawings, specifications, and construction contracts, conduct of pre-construction meetings, weekly or monthly progress meetings, site inspections, review of pay requests, and other duties as necessary to administer design and construction contracts.
6. Compliance – ensure compliance with storm water, water, waste water, and other state and federal regulations.
7. Operations and Maintenance – provide support to field staff and Assistant Public Works Director of Operations for various operations and maintenance projects.
8. Mapping and GIS Based Asset Management – assist in the preparation of maps for official and administrative use using GIS and AutoCAD software and GPS tools.

9. Policy and Standards – assist in development and modification of city ordinances, policies, and standards to meet department needs and address common issues.
10. Perform other Duties as assigned.

QUALIFICATIONS:

Special Qualifications:

1. Must have a valid Utah Driver's License.
2. Must have current Water/Collection System Certificate as determined by population, or obtain same within two (2) years from date of hire. At current (2015) population levels this is a Collection Grade II Wastewater Operator and Distribution Grade III Water Operator.
3. Must either reside in Ivins City or within 30 minutes of Ivins City limits.

Education and Experience:

1. Must have a Bachelors Degree, preferably in a business or engineering related field.
2. Five (5) years of Public Works/Business administration or Civil Engineering experience.
3. Training/experience with GIS, including data gathering and mapping preferred; in any event, must be willing to pursue further training and perform duties in this area.
4. Training/experience in drafting and using AutoCad and ArcView preferred but not required.

Knowledge:

1. Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
2. Computers/Office Machines – Knowledge of proper use of computers, office software and office machines.
3. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
4. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
5. Budgeting – Knowledge of budgets for public works, including the participation in the preparation and management of budgets for public works budgets.
6. Personnel Management – Knowledge of personnel management, including proper methods for hiring, motivating, developing, directing and disciplining personnel.

Skills:

1. Equipment Selection – Determining the appropriate tools and equipment needed to do a job.
2. Time Management – Managing one's own time and the time of others.
3. Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
4. Typing – Must be able to type at least 5 words per minute.
5. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
6. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
7. Speaking – Talking to others to convey information effectively.

Abilities:

1. General – Talking, hearing and seeing are essential to the performance of the job; common eye, hand, finger dexterity are also required.

2. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
4. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
5. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms and/or legs.
6. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
7. Plan Interpretation – The ability to read and interpret city ordinances, safety manuals, plans, drawings, specifications, and standards.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

WORKING CONDITIONS:

1. Moderate to heavy physical activity; requires frequent walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights, occasionally over 100 pounds.
2. Will have occasional exposure to unknown materials.
3. Required to work outdoors in desert climate.
4. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.