



Town of Oro Valley Classification Description

Title: **ASSISTANT DIRECTOR OF PUBLIC WORKS** Department: Public Works
Job Code: 4025 Salary Grade: 126
FLSA Status: Exempt

POSITION SUMMARY:

Under the direction of the Public Works Director, oversees, directs, manages, supervises, coordinates and administers operations and personnel of assigned divisions.

ESSENTIAL JOB FUNCTIONS:

- A. Assists the Director in the administration of transportation planning and engineering, traffic engineering, highway capacity and safety improvements, street maintenance, pavement management, stormwater management, flood control, facilities maintenance, fleet maintenance, and transit services.
- B. Translates Town goals and objectives into action steps and outcomes for subordinate staff.
- C. Provides motivation and focus for assigned divisions' commitment to customer satisfaction and direction for the design, measurement, and continuous improvement of division systems and processes.
- D. Recommends and implements personnel actions such as selection, promotion, discipline, evaluations, etc.
- E. Assists the Director in the development and administration of budgets, policies, projects and programs of the department to effectively and efficiently deliver high quality services to the Town and the community.
- F. Collaboratively and cooperatively works with the Director, department directors and other senior managers to analyze organization and community needs, and takes action in response to those needs.
- G. Develops strategic partnerships with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the Town.
- H. Ensures that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.
- I. Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- J. Coordinates, as assigned, with local for-profit and non-profit groups, and public works organizations to develop collaborative ventures, solve problems, and provide guidance.

- K. Interfaces and works with historical preservation entities, federally mandated environmental protection programs, Boards and Commissions to guide construction, operation, and maintenance of public facilities.
- L. Performs other administrative duties such as advocating for or against proposed state legislation, attending neighborhood association meetings, and visiting construction field sites.
- M. Coordinates the development of agendas and packet materials for meetings and the delivery to the appropriate parties.
- N. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal standards, rules, ordinances, codes and regulations governing building codes, building safety, public works and engineering.
- Knowledge of Town and Department policies and procedures.
- Knowledge of public relations and customer service techniques and concepts.
- Knowledge of trends and practices public works project management and operations.
- Knowledge of structural design and construction materials.
- Knowledge of management and/or supervision principles.
- Skill in interpreting and applying relevant Town, state and Federal statutes, ordinances, codes, rules and regulations governing public works.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in reading and interpreting construction plans and specifications.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A Bachelor Degree in Engineering, Transportation Planning or related field.
- Plus seven (7) years of experience in construction, building inspection or related work including a minimum of five (5) or more years of supervisory experience at a Division or Department head level.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.