

CITY OF CROWLEY

ASSISTANT PUBLIC WORKS DIRECTOR

Pay Grade: 126

FLSA: Exempt

Pay Range: \$77,667.20-\$114,046.40

JOB SUMMARY

The Assistant Director of Public Works is part of a management team developing and implementing a strategy to help meet the growth occurring within the City; to maintain and improve existing infrastructure. This position will mainly focus on streets, parks, fleet maintenance, animal control, and assist with water and wastewater as needed. The ideal candidate is someone who can work well in a team environment, take initiative, have strong leadership skills, and is organized.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, assigns, directs, and exercises general supervision over department employees engaged in a wide variety of designing, maintaining, and operating tasks; studies departmental organization, personnel distribution, and project requirements to effectively engage/deploy the most efficient and economical utilization of available personnel
- Participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments
- Supervises the daily operations of the Streets Division, Parks Division, Fleet Maintenance, and Animal Control
- Plans, schedules, and implements construction, maintenance, operation, and construction activities designed to provide quality sidewalks, streets, and other public works projects (support Special Projects and Events as needed.)
- Communicates with residents, businesses, and other City departments regarding Public Works projects
- Consult and work closely with the City's consulting engineering firm on related projects.
- Develop, review and present staff reports to City Council, City management, and various boards and commissions when necessary
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; and work with employees to correct deficiencies; coordinate with Human Resources to implement discipline and termination procedures & workplace safety
- Coordinates, monitors, and maintains projects, grants, and other funding agreements in conjunction with the Texas Department of Transportation, Tarrant County, and other local, regional, state, and federal agencies
- Perform the duties of the Public Works Director when the Public Works Director and the Director of Utilities/Projects are absent.
- Other duties and assignments per the department director.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively supervise staff
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees and the public
- Knowledge & Experience in management and administration practices and procedures; construction management; design plan review for public infrastructure projects
- Knowledge & Experience in budgeting and budget management and GIS principles preferred
- Skill in effective verbal and written communication
- Skill in planning and implementing departmental procedures and objectives
- Skill in resolving customer complaints and concerns

- Proficiency in the use of computers and related equipment, hardware, and software specific to the area of assignment.

PHYSICAL REQUIREMENTS

While performing the job duties, the employee will occasionally have to ascend or descend ladders, stairs, scaffolding, ramps, and poles. Must be able to crouch, crawl, climb, kneel, and twist as required by the task.

Employee will occasionally be exposed to extreme seasonal temperatures and conditions.

EDUCATION, EXPERIENCE AND CERTIFICATION

- Preferred Bachelor's Degree in civil engineering, business/public administration or a related field
- Five years of supervisory or management experience
- Five years of experience in leading, directing, and communicating effectively with the public
- Preferred three years of progressive responsibility in the administration, planning, construction, and rehabilitation of public infrastructure