

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Assistant Public Works Director	CLASS. CODE: 0558
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director	DATE: 7/1/2002

Job Summary:

Responsible for the day to day financial controls, policy interpretation and management of the Public Works Department. Acts as a resource for decisions to be made within the department as well as to persons outside of the department.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides information, interpretations and reference on all city codes, department policies, practices and standards which apply to the operations of the department.
2. Supervises, hires, trains and assigns duties, appraises performance and oversees scheduling of assigned staff.
3. Handles requests, appeals, customer service problems, management of sensitive issues and is responsible for the department's accountability to citizens.
4. Conducts long range feasibility planning for rates and bond sales, creates long term spending schedules for infrastructure construction through advance capital improvement priorities and works with master plans, system needs and planned replacement cycles.
5. Assembles annual budget proposals from division heads for presentation to the city manager, budget committee and council.
6. Acts as a city-wide resource on all development-related or urban growth management issues for public infrastructure.
7. Represents the department and city as needed at meetings or other public appearance as needed.
8. Coordinates development permit and growth management process through the Development Services Section including plan review, permit approvals, land use conditions of approval, field inspections and appeal route for all privately conducted development within the city limits.
9. Tracks program performance and monitors revenues and expenditures throughout the year.

Important Job Functions

1. Identifies, develops and approves new department standards of practice, policies and design standards for development.
2. Coordinates utility master plans and capacity determinations through the Utility Planning Section including planning, modeling of systems, allocating available capacity, scheduling upgrades and improvements to water, sewer and storm systems.
3. Responsible for Intergovernmental Agreements for water and sewer services in local jurisdictions.
4. Attends meetings and various training seminars and conferences as required.
5. Performs other duties as required by supervisor.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in civil engineering, business administration or a related field; and,

Ten (10) years of experience in municipal engineering or related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Civil Engineering Registration preferred

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Water distribution, wastewater collection and treatment systems, design, maintenance and repair of those systems, procedures, materials and equipment.
- Municipal engineering and operations activities.
- Governmental accounting, contracting and financial planning.
- Land use regulations and city, state and federal statutes and codes and environmental regulations and permitting.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Conduct utility rate studies, analyze cost of service, and plan finances.
- Prepare budgets and monitor expenditures.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.