



Pay Grade 190

POSITION DESCRIPTION

CLASS TITLE: Deputy Public Works Director

ACCOUNTABLE TO: Public Works Director

PRIMARY OBJECTIVE OF POSITION: Under administrative direction of the Public Works Director and general operating standards, plans, implements, and directs a comprehensive municipal airport and public works program that will ensure safe and sound planning, development, maintenance and service to the public, including but not limited to the airport, streets, sanitation, water, wastewater, and equipment maintenance. Interpretive judgment in variation from established procedures and standards required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Assists the Public Works Director in planning and implementing projects and maintenance procedures that will assure services are being provided at the highest quality level; establishes and recommends overall goals for the public works division. Participates in making and initiating departmental policy, administers and supervises assigned functions and projects including but not limited to sewer maintenance, water and wastewater collection and treatment, solid waste collection and sanitary landfill, airport maintenance, safety, security and FAA compliance, gravel pit regulations. Advises Public Works Director on projects, programs and develops sound and innovative programs with alternatives; assists with day to day planning and project scheduling.

Establishes priorities for short and long range projects and coordinates with the Public Work Director and Department Superintendents as may be required; develops, prepares, and recommends a comprehensive budget and supporting data, covering all areas of Public Works and the Municipal Airport; functions as a liaison and advisor as assigned by the Public Works Director for the City with consulting engineers, government agencies, developers, citizens, and others; recommends equipment purchases of new and replacement items; establishes a departmental line of communications and authority; conducts special studies as assigned by the Public Works Director; receives and answers citizen's complaints and inquiries; administers personnel matters in the department as assigned by the Public Works Director, including but not limited to screening appointment, discipline, evaluation of performance and related matter; performs other related duties as assigned.

As assigned by the Public Works Director, initiates, plans, develops and implements records and report systems; has access to and possesses information restricted to specified persons; is accountable for considerable equipment where lack of attention could result in a substantial loss; on occasion is responsible for funds of large amounts with authority to release; contacts are varied and continual in which ability to perform duties is directly affected through communications and rapport established.

PHYSICAL DEMANDS: Position requires moderate physical involvement; for the most part is a sedentary position which involves sitting most of the time, but also involves walking or standing for brief periods of time; primary responsibilities for this position will take place either in a standard office environment or on assigned construction/development sites. Work involves exposure to noise, dust, undesirable weather conditions and potentially unsafe conditions. Proper safety equipment should be used where undesirable physical conditions and hazards exists, to prevent injury. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift and carry 50 to 100 pounds and/or up to 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.
- Must be able to see in low or bright lights and distinguish between colors.
- Ability to see adequately to drive City equipment.
- Must be able to hear clearly and speak clearly in person on a two-way radio.
- Ability to write and prepare reports.
- Ability to read, understands, and interprets written material, plans, diagrams, blueprints and specifications.
- Constant usage of fingers and both hands.
- Work involves sitting or standing 50% of the time and walking and standing while performing various tasks.
- Frequently stoops, kneels, crouches, bends, crawls, climbs, including reaching overhead.
- Must be able to maneuver within unimproved construction and development sites.
- Knowledge and ability to operate and maintained department equipment.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: As assigned by the Public Works Director, is responsible for supervision of Department Superintendents including but not limited to Streets, Sanitation, Water, Wastewater, Equipment Maintenance and Operations at the Municipal Airport

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of education and/or experience to a Bachelor’s Degree in Civil Engineering or a related field is preferred. Minimum of 5 years of progressively responsible engineering and public works experience, including three years in a supervisory or administrative capacity may be considered. Maintains mandated certificates, licenses and training units to be contingent upon current State and EPA regulations and the needs or requirements of the City.

LICENSE AND CERTIFICATION REQUIREMENTS: Possession of a valid Colorado Driver’s license. Possession of a valid Colorado Class B CDL driver’s license is required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

<p><u>Core Competencies:</u> Every City staff member must possess or work to attain the following five core competencies: Communication, Interpersonal Relations, Customer Service,</p>

Accountability and Dependability, Job Knowledge and Supervision and Performance Management (only if applicable to the position).

Sound organization and administrative policies are being initiated and followed personnel and resources are being effectively utilized.

Long and short-term goals, objectives and priorities set for the department(s) are appropriately being accomplished as planned.

Operating costs of the department are controlled within the limitations of the budget.

A favorable climate exists which motivates personnel to work up to their potential, effectively selects and trains personnel.

Keeps the Public Works Director promptly informed of all matters of major importance and initiates or recommends actions with respect to such matters.

Effectively and properly represents the City at all times in contact with the public, employees, and other City officials and outside units of the government.

Develops effective channels of communication within the department to ensure a clear understanding and interpretation of departmental policies, practices and standards.

Maintains and applies extensive knowledge of modern principles and practices of Public Works administration.

Knowledge of Part 139 of the FAA regulations.

Establishes and maintains effective working relationships with fellow employees, superiors, other officials and the public.

Notice Regarding Medical and/or Recreational Marijuana Use: Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense and because the City of Lamar is a drug free workplace, the City will not accommodate the medical use of marijuana and enforces written policy prohibiting the use of marijuana. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted, medication does not alter or otherwise change the policy.

THE CITY OF LAMAR PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND PROHIBITS DISCRIMINATION AND HARASSMENT OF ANY TYPE WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN, DISABILITY STATUS, GENETICS, PROTECTED VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.

THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION AND TRAINING.