

South Jordan City

Job Description

Title: Associate Director of Public Works **Effective Date:** 2/1/16
Org: 100500 **FLSA:** Exempt/Executive
Pay Grade: 22 **Workers Comp:** Municipal

GENERAL PURPOSE

Perform a variety of managerial duties related to all phases of city-wide public works operations including culinary water, secondary water, streets, and street lights.

SUPERVISOR

Director of Public Works

POSITION(S) SUPERVISED

Water Manager
Parks Manager
Operations Manager
Storm Drain Manager
Cemetery Sexton

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Aid in the development of departmental budgets and monitor fiscal controls to assure conformity with established financial constraints

Prepare and administer strategic plans; collect, analyze, summarize and evaluate performance measures; prepare clear and concise administrative reports; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions and communicate clearly and concisely, both orally and in writing;

Receive directives, formulate implementation options and strategies, and convert strategies to action plans with timetables and deadlines.

Delegate assignments to division managers and other department personnel to ensure priorities.

Responsible for managing department safety program.

Provide administrative and professional leadership and direction for the division; recommend and implement goals, objectives, and practices for providing effective and efficient services; deliver training and evaluate employee performance to assure desired work quality, efficiency, and effectiveness.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new municipal services delivery methods, procedures, and techniques;

Establish and maintain cooperative working relationships with other departments, City officials, outside agencies, and the general public.

When requested, act as Director of Public Works in the Director's absence.

Required to work afterhours/weekends when deemed necessary by the Public Works Director. Required to be available to respond to emergencies and natural disasters.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree from an accredited college or university with major course work in public works management or related field;

AND

B. Four (4) years of related experience, two (2) of which in a supervisory capacity;

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills and Abilities:

Knowledge of administrative and operational characteristics, services, and activities of municipal services programs; organizational and managerial practices as applied to the analysis and evaluation of municipal services programs, policies, and operational needs; principles and practices of program development and administration, strategic planning, public administration, municipal accounting, budgeting principles and practices, and statistical methodology; principles of economics, financial analysis, and cost-benefit analysis, research methodology, reporting techniques and report preparation principles; principles and practices of project management with special emphasis on capital project planning and control; and principals and practices of supervision, leadership, training, and performance evaluation.

Ability to operate a personal computer and Microsoft products.

Knowledge of pertinent Federal, State and Local laws, codes and regulations.

4. Working Conditions:

Work is normally performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Public Works Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	2034