

South Jordan City

Job Description

Title: Associate Director of Public Works **Effective Date:** 1/23/18
Org: 100500 **FLSA:** Exempt/Executive
Pay Grade: 25 **Workers Comp:** Municipal

GENERAL PURPOSE

Perform a variety of managerial, administrative and operational duties related to all phases of citywide public works planning and operations including culinary water, secondary water, streets, and streetlights, storm water, sanitation/recycling, fleet, and operations support.

SUPERVISOR

Director of Public Works

POSITION(S) SUPERVISED

Water Manager
Water Conservation Coordinator
Storm Water & Sanitation Manager
Streets Manager
Cemetery Sexton
Fleet Manager
Streets Manager
Operations Supervisor

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Facilitate and lead by example to promote department/City values, with an emphasis on teamwork, strong work ethic, individual professionalism, and safety. Provide administrative and professional leadership and direction for divisions; 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.

Assist with the annual budget planning process and monitor fiscal controls to assure conformity with established financial constraints. Assist with enterprise fund rate analysis projects. Perform ad-hoc cost benefit analysis for various department operations and services.

Oversee department CIP and maintenance planning and project management for infrastructure.

Manage department safety program. Formulate safety goals, objectives, and develop department safety training plans. Ensure department compliance with safety regulations. Oversee annual division safety plan development and review.

Manage department infrastructure asset management program and GIS data. Work with division managers to optimize asset maintenance and replacement decisions. Oversee department CMMS software procedures and practices to ensure data accuracy.

Oversee department emergency management training, coordination, and management of department resources for effective emergency and disaster response, in coordination with City emergency response plan.

Assist with department programs management, review, and change implementation. Receive directives, formulate implementation options and strategies, and convert strategies to action plans with timetables and deadlines

Serve as member of city development review committee (DRC)

Prepare and administer strategic and operational 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;

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new public works 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 supervisor. 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. Bachelor's Degree from an accredited college or university with major course work in business, engineering or related field;

AND

B. Four (4) years of management 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 public works programs; organizational and managerial practices as applied to the analysis and evaluation of public works 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; knowledge and familiarity with social media used by municipal entities.

Ability to operate a personal computer and Microsoft office products.

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

4. Working Conditions:

Moderate physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, and walking. 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. Subject to extreme weather conditions. Occasionally will be in rain, floods, mud, etc. May be required to respond to incident scenes. Subject to extended exposure to computer monitors. Considerable exposure to stressful situations as a result of multiple and conflicting deadlines. human behavior and monitoring emergency situations. Frequent local travel may be required. May be required to work non-traditional hours.

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	EEO-4 Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	2034