



City of Cloquet Job Description

POSITION: Assistant Director, Public Works
DEPARTMENT: Public Works
REPORTS TO: Director of Public Works/City Engineer

SUMMARY

At the direction of the Director of Public Works, The assistant director performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the day to day operations of the Public Works Department, including determining and monitoring all street and park maintenance, water, wastewater and Lake Superior Waterline Operations, including determining and monitoring all maintenance projects to ensuring efficient department operations to effectively meet the needs of the City and its customers.

ESSENTIAL FUNCTIONS OF THE JOB

Determine work procedures, prepare work schedules and expedite workflow

Issue written and verbal instructions

Assign duties and examine work for exactness, neatness and conformance to policies and procedures

Study and standardize department policies and procedures to improve efficiency and effectiveness of operations

Maintain harmony among workers and resolve grievances

Prepare composite reports from individual reports of subordinates

Adjust errors and complaints

Prepare and document budget requests; administer budget in assigned area of responsibility

Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works department

Evaluate public works needs and formulate short and long-range plans to meet needs in all areas of responsibility, such as transportation, street, light and park maintenance

Oversee the development and update of the plans for the municipal infrastructure

Determine applicable codes, regulations and requirements for assigned projects

Coordinate the preparation of reviews and update the storm drainage, street system maps, database and comprehensive plans

Oversee the maintenance of infrastructure and other records

Respond to public and other inquiries relative to department policies and procedures

Evaluate issues and options regarding municipal public works and make recommendations

Monitor inter-governmental actions affecting public works

Maintain city parks

Oversee facilities and fleet maintenance operations.

Assist in the training of city personnel in public works systems and techniques

Adheres to safety rules and procedures, work rules and city policies

Attend Board meetings as needed or requested

Assist in development and ensure operational compliance with various regulatory permits and plans including but not limited to:

- DNR Water Allocation Permits
- Pump Station #2 Risk Management Plan/Process Safety Management Plan
- MDH Wellhead Protection Plan
- Backflow Prevention Program
- NPDES II Storm Water Program

Performs other duties and responsibilities as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Provides on-site direction to full-time employees, seasonal employees, or contract personnel. Directly supervises Street Supervisor, Utility Supervisor, park, fleet and building maintenance personnel. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include screening, interviewing, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems; and the ability to effectively recommend the hire, adjustment of grievances, transfer, promotion, suspension, demotion and discharge of employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent; Seven years of street/water/sewer maintenance or construction experience including equipment operation, or equivalent; experienced with supervisory duties and responsibilities. A two-year degree or certificate from a vocational technical school in a related field is preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare written reports and correspondence. Ability to communicate effectively with employees, citizens, customers, supervisors and the City Council. Ability to give verbal presentations. Ability to read and understand construction plans, electrical drawings, and technical equipment operation and repair manuals.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Ability to understand and compute rates, ratios, percentages, areas and volumes.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to make independent decisions.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of computer operations, including the ability to learn and use computer programs including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe

Basic knowledge and understanding of electronics, electrical circuits and electrical drawings with ability to troubleshoot circuitry problems

Basic working knowledge and understanding of electrical motors, starters, relays and automated controls, including computerized SCADA systems

Working knowledge of hydraulics as it relates to the operation, maintenance and repair of a municipal water supply and distribution system

Working knowledge of the installation, operation, maintenance and repair of pumps and related

hydraulic equipment

Working knowledge of methods, techniques, tools, materials and equipment used in pipeline construction, maintenance and repair

Basic knowledge and understanding of applicable work safety standards and state and federal health regulations as they relate to the operation of a public water supply and wastewater collection system

Ability to manage multiple projects at one time, anticipate workloads and schedule staff and projects accordingly

Experience working in a municipal public works department; working knowledge of methods, techniques, tools, materials and equipment used in roadway construction, maintenance and repair

Training/education in maintenance, machinery, mechanics or related field

History of safe work habits and clean driving record and understanding of applicable work safety standards

Ability to manage multiple projects at one time, anticipate workloads and schedule staff and projects accordingly

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class B Commercial Driver's License with tanker endorsement

Minnesota Class B Department of Health Waterworks Operators Certificate

Competent Person Training Certificate in compliance with 1990 OSHA Trenching & Excavation Standards and Confined Space Entry procedures

Minnesota Class S-C Wastewater Operators Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work is often performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee

occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The noise level in the work environment is usually moderate but can be loud at times when operating equipment.