

I.	<u>Position Title:</u>	Assistant Director of Public Works/City Engineer	<u>Revision Date:</u>	08/2024
			<u>EEO Category:</u>	Professional
			<u>Status:</u>	Exempt (Prof)
			<u>Control No:</u>	20580

An Appointed Category 1 position under the direction of the Public Works Director, oversee capital projects and engineering development review, supervises the operations and personnel of the engineering division and assists with budgeting and overseeing issues that cross department lines.

- Assist the Department Director in the planning, development, and implementation of engineering division activities, operations, and policies.
- Manage engineering division related budgets and prepare capital improvement budgets and proposals.
- Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations.
- Manage and coordinate department personnel activities.
- Manage and oversee department purchasing activities.
- Interact and coordinate with other City departments.
- Serve on various committees as needed.
- Supervise capital project budgeting and sourcing.
- Supervise right-of-way negotiation and appraisals.
- Direct infrastructure master planning and review.
- Oversee and research funding opportunities; prepare grant applications and represent city in lobbying efforts for capital improvement funding requests at federal, state, and local levels.
- Develop and plan improvements for streets systems.
- Hire, train, supervise, direct, discipline and evaluate personnel in the engineering division.

- Respond to public inquiries, complaints, and requests.
- Respond to emergencies.
- Perform other duties as assigned.
- Act as backup for Director of Public Works

Education: Requires bachelor's degree in civil engineering or related field. Related graduate degree preferred.

Experience: Requires seven years engineering experience, three of which must include supervisory responsibilities. May substitute up to two years additional education for two years of non-supervisory required experience.

Certificates/Licenses: Must possess a valid Utah Drivers License.

Knowledge of: Civil engineering design and construction methods; Software platforms for management, design, and digital review. Understanding of research and analysis methods, personnel policies and

procedures, project management, and budgeting. A working knowledge of the City's streets and transportation systems as well as other major department functions.

Responsibility for: Supervising support staff, managing multiple assignments, organizing, delegating, and establishing meaningful goals; coordinating department-wide activities that facilitate the operational needs of each division or section; great responsibility for making decisions which affect others - what they do, how to do it and when; full supervision of staff members in the Engineering Division of Public Works.

Communication Skills: Ability to furnish and obtain information from other departments; contact with other departments requiring tact and judgement to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff; inform department employees about events, policy changes, and other department related programs. Frequent attendance at public meetings or group meetings required.

Tool, Machine, Equipment Operation: Regular use of a telephone, computer, copier, calculator, and vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare, and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well-developed sense of strategy and timing.

VI. Working Conditions

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time. Constant seeing, talking, and hearing are required for the performance of all job tasks; required to push, pull, or lift up to 50 lbs; frequent stooping, crouching and bending.

Work Environment: Employee will work in a generally comfortable office setting. Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines; frequent field work with exposure to traffic, dust, noise, various weather conditions and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPARTMENT APPROVAL:_____ DATE:_____

PERSONNEL APPROVAL:_____ DATE:_____