

# PUBLIC WORKS ASSISTANT DIRECTOR

**Department:** Public Works

**Salary Classification:** Hourly

**Supervisor:** Public Works Director

**FLSA Status:** Non-Exempt

**Revision Date:** 9/25/2024

**NCLM Position Code:** 20250

## **General Statement of Duties:**

Leads a crew performing tasks related to maintenance and repair work of Town-owned facilities and grounds, parks, rights of way, landscaping, and streets. Assists Public Works Director with tasks related to the management of the department.

## **Distinguishing Features of the Class:**

An employee in this class is responsible for leading the Public Works Technicians and/or Crew Leader in performing a variety of unskilled, semi-skilled, and skilled tasks related to grounds maintenance, facilities maintenance, parks maintenance, right of way mowing, landscaping, debris removal, street sign repair and replacement, minor vehicle maintenance and repair, and minor pothole repair. The employee ensures proper and safe execution of the work assignments provided by the Public Works Director and provides input into the assessment of the performance by other members of the crew. The employee serves as a supervisor in the field and participates in and coordinates the work of employees responsible for leaf and limb collection; street trash pickup; cleaning storm drains; snow plowing roads; mowing; cleaning, and stocking restrooms at the Town's parks; repairing washout of trails; keeping trails and streams clean; trimming trees and shrubs; Town Hall cleaning and mowing; minor repair of streets; maintenance and upkeep of all Town maintained grounds and lots; dead animal pickup; and the hanging of spring and holiday banners and lights. The employee operates a variety of equipment including, but not limited to, a dump truck, backhoe, bobcat, loader, skid steer, sweeper, leaf vac, tractor, bush hog, mower, chain saw, pole saw and weed eater. The employee is also responsible for completing special projects as assigned by the Director. Work requires the ability to lead personnel in the performance of duties and the ability to communicate with the public professionally and courteously. The employee is subject to working in inside and outside environments including extreme hot and cold weather and is exposed to hazards such as loud noises, vibrations, moving mechanical parts, chemicals, fumes, odors, poor ventilation, and oils. Work is performed under the supervision of the Public Works Director in conformance with established standards, and is regularly reviewed for productivity, efficiency, quality, safety, and adherence to established standards.

## **Duties and Responsibilities**

### **Essential Duties and Tasks:**

1. Serves as a leader; assists Director in training staff in duties, skills, processes, and safety procedures; monitors and checks quality of work while work is in progress and upon completion to ensure work is performed correctly; provides instruction as needed; coaches employees on performance; provides input to Director regarding employee performance.

2. Works with the crew to ensure that Town facilities, parks and grounds are clean, properly mowed, trimmed and weeded, and that the Town's appearance standards are met.
3. Assists the Director with park and playground safety inspections to help ensure all playground equipment is functioning properly.
4. Operates equipment including dump truck, backhoe, loader, skid steer, sweeper, bobcat, tractor, bush hog, a variety of mowers, snowplow, and leaf vac; operates various power tools and hand tools including chain saw, weed eater, drill, hammer, rake, shovel, etc.
5. Participates in the minor repair and maintenance of streets, including cold patch repair and cleaning storm drains, and minor repair and maintenance of Town vehicles and equipment.
6. Participates in the leaf collection program for the duration of each "leaf season".
7. Participates in the removal of dead animals from Town streets and rights of way.
8. Participates in the cleaning of Town streets, gutters, and sidewalks; participates in the installation and repair of the Town's signs; checks for sign damage and other problems.
9. Participates in snow and/or ice removal and clean-up procedures, including operating equipment to remove snow and ice.
10. Participates in the hanging and trimming of holiday and event decorations and banners.
11. Plans for and supervises emergency response and hazardous weather response; supervises the hanging of spring and holiday banners and lights; supervises dead animal pickup.
12. Assists with RFPs and RFQs for contracted work for the Town; assists as project manager for contracted projects; monitors/inspects the work; works with engineers assigned to projects.

**Additional Job Duties:**

Performs related duties as required.

**Recruitment and Selection Guidelines**

**Knowledge, Skills and Abilities:**

- Knowledge of materials and equipment used in municipal maintenance and construction, including some knowledge of street, fleet, and/or grounds maintenance work.
- Knowledge of the operation, maintenance, capabilities, and limitations of the equipment, methods, and tools used in the various assignments.
- Knowledge of occupational hazards and proper safety precautions involved in the operation of equipment and tools.
- Knowledge of the traffic laws and regulations governing vehicle and equipment operation.
- Working knowledge of carpentry, plumbing, and/or other mechanical trades.
- Working knowledge of the concepts and philosophy of teamwork and ability to work effectively as part of a team.
- Skill in the operation of various pieces of equipment, including but not limited to dump truck, front-end loader, bobcat, tractor, bush hog, a variety of mowers, snowplow, and leaf vac., as well as in the use of various power and hand tools, including chain saw, weed eater, drill, hammer, rake, shovel, etc.
- Ability to use good independent judgment and initiative to solve problems.
- Ability to meet deadlines and complete projects using own initiative.
- Ability to provide effective leadership to crews.

- Ability to communicate effectively in oral and written forms and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.
- Ability to communicate with the public in a professional and courteous manner.

**Physical Requirements:**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; up to 50 pounds of force frequently; and up to 20 pounds of force constantly.
- Must possess the visual acuity to operate heavy equipment and distinguish details in operation of machines; to use measurement devices; to perform skilled and semi-skilled tasks; and to determine thoroughness of work completed.

**Desirable Education and Experience:**

Graduation from high school and experience in landscaping or basic mechanical trades, including heavy equipment operation experience and work zone traffic control experience, preferably with some supervisory experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possession of valid NC Class C Driver's License; prefer Pesticide Operator license or ability to obtain within 12 months.