

This POSITION
DESCRIPTION

Class Title: Deputy Director Public Works

FLSA: Exempt

Date: 11/2022

Deputy Director – Public Works

SUMMARY

This is a senior management position within the Public Works Department that oversees the operation, maintenance and capital replacement across the following assets and services:

- Roadways and sidewalks
- Sanitary sewer and stormwater collection systems
- Traffic controls and street lighting
- Solid Waste and Recycling

The Deputy Director also participates in Citywide initiatives related to facilities, fleet, events, safety initiatives, and overall betterment of the City of Saco public infrastructure.

SUPERVISION RECEIVED

Supervision is received directly from the Public Works Director, although considerable independent judgment is exercised in the everyday operations of the department.

SUPERVISION EXERCISED

Supervision is exercised over the following positions: General Superintendent, Office Manager, Fleet Manager, and Facility Manager. Other positions within the span of operations include foremen, equipment operators, truck drivers, laborers, mechanics and custodians.

COMPETENCIES

Management	Project Management
Communication Proficiency	Problem Solving/Analysis
Financial Analysis	Detail Oriented

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assists in establishing short and long-term goals and objectives for the department and Capital Infrastructure Plan (CIP).
2. Formulates and administers department policies and programs; such as, safety training.
3. Assists in preparing and implementing the operating and capital budgets of each division;

oversees the daily expenditure budget for the department.

4. Assists of develops specifications for the bid process; reviews the results and makes recommendations to the Public Works Director regarding major purchases.
5. Makes presentations to the City Council and other appropriate groups concerning public work's matters as directed by the Public Works Director.
6. Provides technical advice to other department heads, the City Administrator and City Council concerning Public Works matters.
7. Arranges for outside contractors and internal maintenance workers to undertake projects.
8. Works with the City Engineer and consultants on the planning and design of public infrastructure improvements.
9. Interprets and enforces ordinances pertaining to public improvements and services.
10. Assists in planning and directing personnel training programs.
11. Receives, responds to, and appropriately resolves citizens' complaints.
12. Attends meetings and seminars regarding current and new public works issues and policies.
13. Reviews the formulating of equipment specifications.
14. Participates in union contract negotiations.
15. Occasionally serves as Acting Public Works Director in the absence of the Director.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

NECESSARY KNOWLEDEGE, SKILLS & ABILITIES

1. Considerable knowledge of the principles and practices of civil engineering, especially as applicable to the design, construction, and maintenance of municipal public works.
2. Thorough knowledge of current literature, trends, and development in the field of municipal public works administration.
3. Considerable knowledge of the principles and practices of public administration as they relate to engineering and public works management.
4. Considerable knowledge of the local, state and federal laws and regulations applicable to municipal public works activities.
5. Ability to plan, direct and coordinate the work of subordinates.
6. Ability to express ideas effectively, both orally and in writing.

7. Ability to establish and maintain effective working relationships with governmental officials, other agencies, subordinates, and the public.
8. Demonstrated ability to direct and supervise public works activities on a large scale and in a coordinated manner.
9. Ability to demonstrate initiative and resourcefulness in handling general engineering problems.
10. Considerable knowledge of capabilities of all equipment being utilized in the department.

DESIRED MINIMUM QUALIFICATIONS

Preferred Education and Experience

A Bachelor's degree in engineering, business management, public policy, or industrial technology together with 3 – 5 years of progressively responsible management experience in construction management, public works, or any equivalent combination of experience, training, and certification.

TOOLS & EQUIPMENT USED

Candidate must demonstrate considerable knowledge and proficiency on the usage, manipulation, and development of electronic documents in Microsoft Office Word, Excel, and PowerPoint, and Adobe Professional Suite.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25lbs. This position requires full range of body motion, to include bending at the waist and full use of all extremities and back muscles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment and noise level are typical for a business office. While performing the field work duties of this job, the employee occasionally works near moving mechanical parts and moving vehicles and may work in high precarious places. The employee occasionally is exposed to wet conditions, outdoor weather, extreme cold and heat, and is exposed to electrical shock and vibration, fumes or airborne particles and toxic chemicals. The noise level can range from quiet to very loud.

SELECTION GUIDELINES

Employment application, letter of intent, and a resume are required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and evaluated according to education, experience, job knowledge, and skills as related to the position.

EQUAL OPPORTUNITY EMPLOYER

The City of Saco is strongly committed to diversity in its workforce. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

APPLICATION PROCESS

To be considered for the position, you must submit a completed employment application, letter of intent, resume, and references. To apply, you can use our website application at www.sacomaine.org/careers or drop one off at Saco City Hall, 300 Main Street, Saco, ME 04072 using the drop box on the side of the building.