

**City of Chesapeake**  
**Class Title: Assistant Director, Public Works**

<b>Job Class Code: 2685</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to supervise staff and oversee the operations of the Department of Public Works under the direction of the Department Director. The job class is responsible for assisting with the overall leadership, management, and administration of the Department to include training, planning, budget, policy and procedures and special projects. The job class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, mentoring, counseling, disciplining, and terminating or recommending termination.
- Administers the City's Capital Improvement Program for the Department to include transportation, stormwater, and new buildings.
- Assists with the preparation of the operating and capital budgets; oversees and approves expenditures; prepares financial forms and reports.
- Advises and assists in developing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives.
- Reviews and approves plans, specifications, designs, reports, and studies; directs, oversees, and coordinates the development and preparation of plans, specifications, and cost estimates for public infrastructure improvement projects.
- Directs studies in a variety of areas and presents reports and recommendations to City officials.
- Provides professional engineering and technical support services to Public Works divisions and City departments.
- Responsible for resolving inquiries, problems, and complaints submitted to the Director's office by Federal and State agency representatives, local officials, customers, and employees.
- Attends or conducts staff, committee, and other professional meetings to exchange information and address and resolve problems/issues.
- Acts as Department Director in Director's absence.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and scientific or engineering practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, or finance and economics using financial and econometric models.

**City of Chesapeake**  
**Class Title: Assistant Director, Public Works**

<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, science or other complex disciplines; writes extremely complex papers and reports.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.
<b>Decisions/Supervisory Control</b>	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	Work requires specialized, professional level knowledge of public works operations, as well as knowledge of current trends and practices related to the use of technology in the maintenance and repair of municipal infrastructure and related activities.
<b>Skills</b>	Work requires effective logic and reasoning skills to analyze and evaluate complex situations and determine alternative solutions, conclusions or approaches. Effective communication skills are also necessary to develop and maintain cooperative and professional relationships.
<b>Abilities</b>	Work requires the ability to establish and implement effective administrative programs and procedures; the ability to perform a broad range of supervisory responsibilities over others and exercise appropriate judgment to establish priorities for completion of work; the ability to communicate complex ideas and proposals effectively and resolve complex matters effectively; and the ability to handle a variety of human resources issues with tact and diplomacy in a confidential manner.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in civil engineering or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Requires a Professional Engineer License issued by the Commonwealth of Virginia.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a job class specification and not an individualized position description. A job class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*