



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Assistant Director</b>	<b>LAST UPDATED:</b>	October 6, 2004
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Director of Public Works	<b>FLSA DESIGNATION:</b>	Exempt

**Summary:** Under the general direction of the Director of Public Works, assists in the direction, planning, review and management of the Public Works Department while overseeing the primary responsibilities of the Streets/Traffic, Water, Sewer, Meters, Managers assigned staff within the Department. Oversees additional responsibilities within the Public Works Department in the absence of the Public Works Director.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Supports and assists the Director of Public Works in the daily operations of the Department.
- Supervises, oversees and manages operations of the Streets/Traffic, Water, Sewer, and Meter divisions, including implementation of water system maintenance, improvements and construction for the distribution system, water tanks, pump stations and the SCADA monitoring operations.
- Supervises, oversees and manages operations of the Sewer Division including implementation of sewer system maintenance, improvements, and construction for the wastewater collection system and lift stations.
- Supervises, oversees and manages the daily operations of the Streets Division including implementation of road maintenance, improvements and construction.
- Supervises, oversees, and manages the daily operations of the Traffic Division including sign and pavement markings and signal operation and maintenance.
- Supervises, oversees, and manages operations of the Meter Division including meter setting, meter maintenance, transmitter retrofitting, and the meter change-out program.
- Counsels, disciplines, evaluates develops, and directs assigned staff.
- Coordinates and prioritizes department and division operations to meet needs of the department and safety of the public.
- Inspects ongoing work of assigned divisions, investigates requests for new projects, and meets with citizen groups to resolve concerns and issues regarding department activities.
- Codes invoices, researches billing problems, develop budget projections for Streets/Traffic, Water, Sewer and Meter Divisions.
- Prepares, administers, and monitors annual division budgets.
- Conducts safety investigations within the City including water system integrity and sanitary sewer problems.
- Coordinates all contracts with the North Texas Municipal Water District (NTMWD) for delivery of potable water, operation of wastewater treatment facilities, implementation of wastewater pretreatment program, and operational issues related to compliance with all applicable regulations.
- Responds to inquiries and complaints from residents, vendors, contractors and consultants.
- Conducts field inspections of work in progress or upon completion.
- Remains on-call to monitor and troubleshoot operations of the water control system.

### Other Important Duties:

Assistant Director of Public Works

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- Travels to attend meetings, conferences and training.
- Acts as Director of Public Works as assigned.
- Prepares and submits reports to regulatory entities.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of construction maintenance, upgrade and improvement techniques for municipal water and wastewater system operations.
- Knowledge of inventory control and purchasing procedures for division vehicles and equipment.
- Knowledge of management and administration practices and procedures.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software specific to area of assignment.
- Skill in inspecting and investigating construction projects in progress and upon completion.
- Skill in effective verbal and written communications.
- Skill in planning and implementing departmental and divisional procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Bachelor’s Degree in Engineering, Construction Management or related field, **and** five (5) years utility or street construction and maintenance experience, three (3) years of which is in a managerial or supervisory role; **or** equivalent combination of education and experience.
- Professional Engineer or Class B Operator in water/wastewater licensed in the State of Texas.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling or lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to working extended hours and responding to emergencies on an on call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater and underground utilities.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, two-way radio, cellular telephone and department vehicle.

*Approved By:*

Signed by Gary Hartwell, Director of PW  
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 Gary Hartwell, Director of Public Works

11/12/2013  
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 Date

  
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 Shannon Allyn, Human Resources Generalist

11/12/2013  
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 Date