

Title: Assistant Director of Public Works
Department: Public Works
Division/Office: Engineering Division



Grade 2130; FLSA Exempt position; Category: Classified; Job Code: AENG; Rev.:07/01/2021

General Description

The purpose of this position is to perform advanced level and professional engineering work; coordinates and supervises Engineering Division staff work; interprets policies, rules, regulations and solves problems of professional and technical nature; ensures completion of routine and special projects.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the project management of engineering and operations and construction projects.
- Prepares engineering documents, specifications, agreements and bid documents.
- Develops, initiates and implements design and/or construction concepts, procedures and techniques into Division programs and projects.
- Prepares conceptual engineering designs/plans for wastewater collection, conveyance and treatment facilities and performs cost estimating for such projects.
- Prepares program/project assessments, progress reports, and special reports upon request.
- Reviews reports of staff for accuracy and compliance with regulatory requirements.
- Determines sewage capacity availability and requirements for new developments and catalogs sewer construction/District drawings.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in civil engineering, physical science, business administration, or a related degree and five (5) years of progressively responsible experience in public works, engineering, water/wastewater maintenance and repair, to include supervisory experience in water/wastewater utility or any equivalent combination of education, training and experience.

Additional Requirements:

Considerable knowledge of the principles and practices of civil and/or environmental engineering as related to County public works programs and projects; good knowledge of land and engineering survey systems, methods and techniques; good knowledge of construction materials and of approved standards of safety as related to structural designs and specifications; skill in data interpretation, program and project analysis and evaluation; ability to

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supervise engineering and other personnel; ability to establish and maintain effective working relationship with staff, coworkers, supervisors, elected and appointed officials, and the public; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and maintain a State of Delaware Professional Engineer (PE) license.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement