

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
July 23, 2008

Job Title: Assistant Director of Public Works
Department: Public Works Department
Salary Range: \$67,147 - \$97,247
Starting Salary: To low eighties (DOQ)
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work assisting with the management, administration, personnel and business functions of the Public Works Department; does related work as required. Work is performed under general supervision of the Director. Supervision is exercised over operations personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing the maintenance and repair of streets and sewer lines, refuse collection and recycling programs, equipment maintenance, snow and ice control, park maintenance, urban forestry, refuse, public lands maintenance, animal control and related public service operations; managing personnel related issues, budgeting, training and safety functions of the department; coordinating work among division superintendents; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in managing the development of Public Works managers.
- Studies, standardizes and assists in developing department policies and procedures to improve efficiency and effectiveness of operations, including establishing and monitoring objectives and priorities.
- Assists in managing operational divisions of the department and evaluates the needs of the department.
- Develops and implements the safety and health regulations and supervises to ensure compliance and coordinates staff training.
- Supervises assigned staff; assumes the duties of the Director of Public Works in the Director's absence.
- Trains and evaluates assigned staff; works with employees to correct deficiencies; assists in managing the enforcement of department rules and regulations and implementing disciplinary action as needed.
- Develops policy and procedures for the daily inventory of operation departments equipment and small tools.
- Conducts random inspections of all activities to ensure compliance with policies and procedures, such as daily equipment inventories, recycling practices, and other activities that may be identified.
- Represents the City on boards and commissions, community events and represents Public Works at Council and committee meetings.
- Interprets and enforces provisions of labor contract; supports Director and Chief Negotiator in collective bargaining negotiations.
- Serves as liaison to Human Resources Department on matters which may include Workers' Compensation, safety, drug/alcohol testing and risk management.
- Answers questions and receives and investigates complaints from the public.
- Maintains department records and submits reports as necessary.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of municipal public works management, thorough knowledge of the principles, methods and practices of budget analysis and control; thorough knowledge of supervisory principles and practices; ability to formulate comprehensive operational policies and procedures; ability to analyze and evaluate departmental programs; ability to prepare and present technical reports; ability to prepare reports and presentations using appropriate computer software programs; ability to plan and supervise the work of a large staff; ability to communicate complex ideas both orally and in writing; ability to establish and maintain effective working relationships with City officials, other public officials, associates, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, public administration or related field, and extensive experience in municipal public works management, including considerable experience in supervising union personnel.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; 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; 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 subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio; Class "B" Commercial Driver's License is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE APPLICATION AND/OR RESUME WITH THE HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120. APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM AND AT CITY HALL.

E-MAIL: human.resources@shakeronline.com EOE