

*City of Ocean Springs*  
JOB DESCRIPTION

**ASSISTANT PUBLIC WORKS DIRECTOR**

**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director  
**FLSA STATUS:** Non-exempt  
**LAST REVISED:** 09/30/2023

**GENERAL PURPOSE**

Perform a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing assigned programs and activities within the Public Works Department including the Sewer, Water, Maintenance, Street, Drainage, Mechanic Shop, Beautification, and Garbage/Debris functions. Coordinates assigned activities with other departments and outside agencies; and provides highly responsible administrative support to the Public Works Director.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director.

**SUPERVISION EXERCISED**

Exercises supervision over the Sewer, Water, Maintenance, Street, Drainage, Mechanic Shop, Beautification, and Garbage/Debris staff directly or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Assist in the oversight and direction of the Sewer, Water, Maintenance, Street, Drainage, Mechanic Shop, Beautification, and Garbage/Debris Departments**

- Manage all Department Supervisors. Assist Supervisors on all projects, jobs, and work orders as needed.
- Plan, direct, coordinate and review the work plan for Public Works Department Supervisors; assign work activities, projects, and programs; review and evaluate work productions, methods, and procedures; meet with the Department Supervisor to identify and resolve problems. Ensure each department has a plan and schedule for daily, weekly, monthly, and yearly projects, jobs, and work orders and can execute the work within a proper time frame.
- Train, motivate and evaluate Public Works Department Supervisors; provide or coordinate staff training; work with all employees to correct deficiencies; implement discipline and termination procedures. Including monthly safety meetings.
- Make recommendations to the Director regarding hiring and terminating employees.
- Inspect City streets for needed maintenance. Assure that rights-of-way are mowed and cleared of rubbish. Check street signs to make sure they are properly placed and viewable.

- Cooperate with consultants and contractors on issues affecting the Public Works Department. Work with consultants and contractors to ensure new and old construction is compatible with existing City infrastructure.
- Confirm that the treatment facilities meet all Federal and State Environmental Regulations.

**Assist in completing budget management for the Public Works Department**

- Participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies.
- Monitor expenditures to ensure budget compliance.

**Work with the community**

- Respond to questions/requests courteously and ensure citizen complaints are handled in a timely and appropriate manner.
- Handle complaints, assign personnel to solve problems or answer complaints or refer to appropriate department using a follow through method.
- Ensure problems are solved satisfactorily and in an efficient manner.

**Assist in completion of all required administrative duties.**

- Develop monthly report for Director.
- Attend Board Meetings and other meetings as necessary.
- Work compatibly with other department directors on city-wide matters and on emergencies.
- Cooperate with consultants and contractors on issues affecting the Public Works Department.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the organizational structure of the City.
- Considerable knowledge of the major infrastructure systems layout within the City.
- Considerable knowledge of established City policies, procedures, and regulations also, Federal and State laws, codes, and regulations.
- Considerable knowledge of general office and procedures supporting all Public Works sub-departments.
- Considerable knowledge of OSHA Standards and Regulations concerning employee safety.
- Considerable knowledge of Federal and State statutes concerning work of the Departments of Public Works
- Considerable knowledge of Project Management skills – experience in managing projects with large budgets, long timeframes, and broad scope.
- Considerable knowledge of the familiarity of construction techniques involving streets, roads, drainage, and sewer systems.
- Ability to review statements of work, procurement documents and invitations for bids.
- Ability to read various technical and geographic maps.
- Ability to meet specified or required deadlines.
- Ability to keep and maintain records of construction projects.
- Ability to work compatibly with other departments on city-wide matters and emergencies.
- Considerable computer knowledge – research vendors and materials, maintain and expand GIS web-based program.
- Ability to maintain confidentiality.

- Ability to work autonomously when necessary and adhere to deadlines.
- Ability to handle multiple tasks simultaneously with frequent interruptions and adapt to changing situations.
- Ability to deal with others in a professional manner.
- Ability to communicate effectively with residents, elected officials, and other city employees with good oral and written skills.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds.

### **EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent required. A minimum of three (3) years Public Works experience or a closely related field is preferred.

### **PHYSICAL DEMANDS**

The Assistant Public Works Director works regular hours year-round, with overtime or night work when the workload demands it and is always on call. The majority of the work for this position is indoors with occasional work outdoors in all types of weather. This position has accountability for budgetary, monetary, fiscal, legal and safety issues related to the work for which this position is responsible.

While performing the duties of this job, the employee is frequently required to sit; speak and hear, to use close vision and ability to adjust focus; accordingly, to use hands and fingers to handle or operate objects or tools including but not limited to telephone, computer keyboard, computer mouse; and to reach with hands and arms. There is occasional exposure to chemicals and/or hazardous materials. This exposure includes but is not limited to gasoline fumes and insecticide in the summer. The stress level associated with this position is moderately high. Physical work involved with this position includes, but is not limited to, typing, bending, carrying heavy boxes, reaching high places, and walking.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals, in some cases, with disabilities, to perform essential functions. The noise level in the work environment is usually moderate to quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed.

**Note:** The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.