

## Middletown, CT Job Description

<b>Classification Title</b>	Deputy Director of Public Works
<b>Job Code</b>	
<b>Department</b>	Public Works
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to assist the Director of Public Works in engineering, organizing, planning and implementing Public Works inspection, construction and maintenance projects. ~~to serve as Tree Warden and to assume the responsibilities of the Director in his/her absence. The work is performed under the direction of the Director of Public Works.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Oversees, and administers and provides consultation on engineering, construction and inspection projects. Addresses resident concerns, questions and complaints. the operations of the sanitation district and the street light system; prepares budgets and authorize bill payments.~~
- ~~Assists the Director in the organization, planning and implementation of construction, maintenance and inspection projects and programs and in strategic planning for the department; formulates operating policies and procedures. Assists in the management of the operations of the Public Works office.~~
- Oversees and assists, as directed, in the maintenance of municipal buildings and street lighting system. Coordinates repairs with staff, residents and contractors.; conducts regular inspections.
- ~~Responds to inquiries and complaints from the public and other departments.~~
- ~~Performs professional engineering services in the investigation, design and construction of Public Works projects and facilities.~~
- ~~Provides engineering consulting services to City departments, boards and commissions. Performs professional engineering services in the investigation, design and construction of Public Works projects and facilities.~~

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- ~~May r~~Represents the City and the Public Works Department on local and statewide boards and commissions, as the Call-Before-You-Dig and Energy Conservation liaison.
- ~~Prepares and presents budget estimates for City infrastructure projects. Assists in preparing, managing department operating budgets.~~
- ~~Reviews workers' compensation claims~~
- ~~Supervises tradesmen and department personnel; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel and maintains standards, as assigned.~~
- ~~Develops safety and training programs.~~
- ~~Assists in the administration of Sanitation and Parks operations.~~
- Prepares and manages department grant opportunities for project reimbursements. Administers construction projects and grants.
- ~~Acts as Tree Warden for the City.~~
- Acts in the absence of the Director.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Civil Engineering or related field and at least with five years of municipal or engineering experience, progressively responsible public works administration and or engineering experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

#### Other

- ~~Position requires a Professional Engineering License, and the possession of a valid Connecticut driver's license.~~

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### **PREFERRED QUALIFICATIONS**

Master's degree in Public Policy or related field and at least ten years of experience.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.~~  
~~Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~ Ability to read streetlight maps and inventory lists
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, invoices, purchases orders, contracts, estimates, reimbursements, reports, ordinances, specifications, procedures and non-routine correspondence.~~ Knowledge of engineering and construction cost for grant estimation
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, elected officials and the public.~~ Must possess basic accounting skills
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~ Knowledge of engineering and construction standards
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations

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- **A**pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- **R**ead, analyze, and interpret standards, policies, procedures, and regulations
- **D**evelop and write reports, policies, and correspondence
- **H**andle common inquiries or complaints
- **A**pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- **D**efine problems, collect data, establish facts, and draw valid conclusions
- **I**nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- **P**erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- **E**xercise good judgment and focus on detail as required by the job
- **O**perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- **U**se (or learn to use) computer software and systems applicable to the position
- **F**ollow oral and written instructions and procedures
- **C**ollect, organize, and interpret data and prepare accurate records
- **M**eet schedules and deadlines of the work unit
- **C**ommunicate in English effectively orally and in writing
- **M**aintain well-organized materials, files, systems and tools
- **A**adapt to changes in work situations and priorities
- **R**eason/analyze; use logic to identify and resolve problems
- **E**valuate, organize, and summarize data and information
- **M**ake varied arithmetic computations rapidly and accurately
- **E**stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other

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departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

- ~~Ability to Satisfy~~ the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

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*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/02/15
<b>Dates revised</b>	