



## Assistant Public Works Director

### JOB DESCRIPTION / Key Facts

**Department:** Public Works

**Reports To:** Public Works Director

**Salary Range:** \$77,563- \$108,576

**FLSA:** Exempt

**Schedule:** 8:00 a.m. – 5:00 p.m. Monday - Friday, evening meetings and other hours as needed

### Summary

The Assistant Public Works Director assists the Public Works Director in managing and overseeing the daily operations of the Public Works Department, including construction projects, maintenance activities, and public infrastructure improvements (ie. stormwater, pavement, etc.). This role supports capital improvement projects, infrastructure maintenance, and departmental planning while serving as a liaison with city departments, external agencies, and the public. Responsibilities include budget development, staff supervision, and project management.

### Essential Job Functions

- Assist in planning and implementing the goals and policies of the Public Works Department.
- Oversee the development, design, and construction of public infrastructure projects.
- Oversee maintenance and improvement projects related to city infrastructure such as roads, bridges, stormwater systems, and sanitary sewers.
- Manage daily operations, ensuring the effective delivery of public works services.
- Supervise staff, promoting professional development and ensuring project deadlines are met.
- Coordinate with external consultants on project reviews and inspections.
- Address citizen inquiries and provide solutions in collaboration with city departments.
- Assist with departmental budgeting and resource allocation.
- Support snow and ice operations and other emergencies as needed.

### Minimum Qualifications – you must meet these requirements to be considered for the job.

- Bachelor's degree in Civil Engineering, Construction Management, Public Administration, or related field OR minimum 8 years of experience in public works or a related field, with 5 years in a leadership role.
- Valid driver's license required; PE license preferred but not required.
- Leadership experience with project oversight, budget management, and employee supervision.

**Knowledge, Skills and Abilities (KSAs)** which may be representative, but not all-inclusive of those commonly associated with this position.

- Extensive knowledge of public works operations, including construction and maintenance.
- Knowledge of public works operations, including construction & maintenance techniques for storm sewer, curb, sidewalk, pavement, traffic control, pavement markings, signs, and lighting.
- Familiarity with utility systems such as water, gas, and telecommunications.
- Strong skills in project management, budget administration, and staff leadership.
- Knowledge of relevant federal, state, and local regulations.
- Proficiency in Microsoft Office and GIS software.
- Strong communication and problem-solving skills.
- Knowledge of snow & ice operations for public infrastructure.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Hybrid work environment involving office and fieldwork.
- Exposure to various weather conditions during site inspections.
- Use of standard office equipment and specialized software for project management.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Light sedentary work, primarily in an office setting, with frequent outdoor fieldwork.
- Ability to travel to and inspect work sites, sometimes in adverse weather conditions.
- Ability to lift and carry up to 25 pounds.
- Sufficient physical ability to climb, stoop, bend, and reach as needed for inspections.

**The City of Parkville** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.