



**Effective Date: May 6, 2022**

**Organization:** City of Barre, Vermont, USA

**Position Title:** Assistant Director of Public Works

**Department:** DPW

**Supervisor:** Director of Public Works

**Status:** Exempt

**Salary:** \$31.25 -\$43.27 Depending on Qualifications

### Summary/Objective

The Assistant Director of Public Works performs administrative, engineering and management tasks associated with the delivery of projects and services from the Department of Public Works to the citizens of Barre and our utility customers. The development of programs associated with Streets, Surface Waters, with integration of projects for Water Distribution and Wastewater Collection Systems are principal roles. Program development includes project development and appropriate delivery including scope, budget, plan and specifications, contract management and inspection. Grant activities may be required in support of project management work. Public outreach and participation efforts are an integral part of project delivery required of this position. Provides personnel oversight including interviewing, training, feedback and participation in evaluations

### Essential Functions

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

1. Perform systems development tasks including inventory, condition assessment, priority systems development, goals for improvement That are implemented through cyclic completion.
2. Develops infrastructure improvement projects to improve mobility among all modes of travel in cooperation with interested stakeholders. Cooperates with citizen advisory groups and neighborhood associations during project development.
3. Programs projects into an integrated work plan for all utilities for management review and approval. Examines priorities for water distribution, wastewater collection, surface to develop efficient programs with positive effects that are measurable.
4. Assures project completion and staff capacity for the delivery of projects including ordering materials, verifying project quantities, revising staff assignment for capacity
5. Assists in delivering compliant traffic management systems including traffic signals, traffic signs, traffic markings and safe pedestrian/vehicle interaction across the entire City
6. Develops and provides presentations for public education, public review or input and monitors public concerns for inclusion in Department actions

7. Participates in program reviews including revenue structures, revenue assessments, efficiency or effectiveness measurements, compliance audits and permit performance measures to promote sound DPW systems and operations.
8. Assures that important information is properly recorded and lodged in the City public record systems including all issues related to Streets, Water Distribution, Wastewater Collection in order to maintain the integrity of operations.
9. Assists Superintendent of Water and Sewer with functions detailed in #1-8 above as assigned.
10. Follows City ordinances, rules, policies and protocols in performing all duties in an impartial, fair and respectful manner. Complies with all applicable laws and regulations.
11. Implements appropriate safety precautions and fosters a safe workplace in making or executing assignments

Completes other duties as assigned for the benefit of the City.

### **Necessary Knowledge, Skills and Abilities**

1. Degree in Engineering with 10 years of progressively responsible experience in civil engineering systems (roads, storm water, water distribution or wastewater collection) design, construction or operation including project management

OR

Degree in Management or Sciences with 15 years progressively responsible experience in managing a public program with an affected population of 10,000 or more people including project management, budget analysis and service delivery.

2. Knowledge of regulatory frameworks including federal, state and municipal practices. Ability to understand and apply regulatory standards effectively in completing work assignments, e.g., Federal (EPA) and State standards, procedures, and guidelines regarding water quality.
3. Knowledge of project management principles and mechanisms for application across street, stormwater, sewer and water systems. Ability to manage multiple projects at once with schedule based prioritization
4. Knowledge of public participation strategies and practices to assure public acceptance of DPW work decisions.
5. Understanding of public employee responsibilities, ethics and governmental accountability in performing civil service duties. Ability to demonstrate ethical conduct and decision-making in all work activities
6. Familiarity with civil engineering design and construction practices for streets, water, storm water and wastewater collection. General understanding of the chemical treatment process containing coagulation, flocculation, filtration and disinfection.
7. Ability to build teams, manage delivery of projects and tasks through other experts effectively. Ability to maintain effective working relationships with other staff members
8. Ability to work various weekends and holidays required.
9. Ability to understand relevant physical, chemical, electrical, and microbiological principles required in operating public utilities.
10. Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.

11. Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

## Competencies

1. Must have demonstrated management and civil service skills and understanding.
2. Must have capabilities to perform relevant communication and mathematical functions using computer software and custom applications effectively
3. Must have valid Driver License

## Supervisory Responsibility

This position has supervisory responsibility in the absence of the Director of Public Works or as delegated.

## Physical Demands

The position may be required to walk on uneven, steep or rocky terrain. Entry into manholes or culverts may be required for project information acquisition or analysis. Lifting objects of moderate weight, ability to obtain samples in difficult environments may occur. Interaction with contentious individuals may require patience and de-escalation skills that create stress

PHYSICAL ACTIVITY REQUIREMENTS			
<ul style="list-style-type: none"><li>Employee is responsible for wearing and maintaining personal protective equipment.</li><li>This job requires the ability to stand for extended periods of time.</li><li>This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).</li><li>This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.</li><li>Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.</li><li>Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.</li><li>Work frequently occurs in confined areas.</li><li>The noise level in the work environment is sometimes loud.</li></ul>			
Primary Physical Requirements		Other Physical Requirements	
<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Occasionally performed
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed frequently	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Performed occasionally	<b>Squatting:</b>	Occasionally performed
		<b>Kneeling:</b>	Occasionally performed
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	NA
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Performed frequently	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	Occasionally	<b>Work Surfaces</b>	

<b>Reach above shoulder height:</b>	Occasionally performed		
<b>Reach at shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach below shoulder height:</b>	Performed frequently	<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

## Work Environment

The work environment characteristics 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.

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1. The employee is primarily engaged in an office setting using standard office equipment. There is routine office contact with interested stakeholders for DPW's work. There is occasional contact with disgruntled citizens or contractors. (estimated 65%)
2. Field work is an important element of this work which includes traffic zones, construction sites, treatment plants and operating equipment. Inclement weather is a common work condition when in the field. Sometimes requires the ability to perform essential job tasks in less than favorable conditions. Incumbent will encounter process chemicals and wastewater within industry accepted levels. (estimated 35%)

The employee is occasionally exposed to wet and/or humid conditions, or extreme cold.

## Position Type/Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours are Monday through Friday, 7:30 am to 4:30 pm. However, this position requires the ability to work occasional nights, weekends, and/or holidays to fulfill the duties of the position.

## Travel

Local travel may be required between facilities, public works garage, job sites or to vendors may be required.

## Additional Eligibility Qualifications

None required for this position.

## Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

Must be able to get to and from work on a consistent basis

## AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. 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.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signatures

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

