

# Assistant Director of Public Works



## General Summary of Classification:

Assists the Director of Public Works with the administration and management of Department. Provides leadership for multiple divisions, which may include Construction, Design, Environmental Services, Road Maintenance, Transportation Development, and Traffic Engineering. Continuously works to expedite resident travel, to minimize congestion, and to enhance travel safety.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Broadly assists the Director of Public Works with departmental planning and operation.
- Participates in the development, management, approval, and oversight of complex budgets.
- Maintains and improves departmental efficiency and cost effectiveness.
- Leads all aspects of personnel management within assigned divisions.
- Ensures compliance with regulatory requirements, contract terms, and other standards.
- Promotes a safety-focused and quality-focused culture; regularly communicates expectations and best practices.
- Leads or oversees significant capital projects from conception to completion.
- Liaises with staff, contractors, and other stakeholders; ensures mutual understanding of specifications and timelines.
- Oversees proactive maintenance and replacement schedules for equipment and infrastructure.
- Provides expert guidance to a wide range of stakeholders.
- Leads and participates in emergency and inclement weather responses for assigned divisions.
- Develops, communicates, and implements departmental strategy, policies, and procedures as tasked by Director.
- Engages with the community to understand concerns and convey information; fosters positive relationships.
- Prepares and presents information, reports, recommendations and guidance to County Officials and other stakeholders.
- May represent the County to internal and external stakeholders, including state and federal agencies.
- May serve in place of the Director.
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of transportation infrastructure operations, project management, and local, state and federal regulations. Expert knowledge of assigned areas, which may include roads and bridge construction and maintenance, traffic management, and environmental compliance. Management, budgeting, and strategic planning skills.
- **Technical:** Strong computer skills and the ability to utilize appropriate software for budgeting, engineering, procurement, and other job-related tasks. The ability to research, produce, and interpret technical and informative reports.
- **Interpersonal, Communication and Customer Service:** Excellent written and oral skills; the ability to communicate accurately and understandably with staff, contractors, and regulators. Public speaking, training, and presentation skills. The ability to inspire productive and collegial teams and to handle conflict. Strong negotiation skills.
- **Decision-making and Authority:** Routinely makes complex decisions & recommendations; Job requires strong analytical skills. Decisions may have major fiscal, operational, safety, or compliance implications.
- **Leadership:** Upper Manager. Serves as a respected organizational and project and authority.
- **Environment:** Routinely works in an office and in various indoor and outdoor locations. Works during adverse traffic and weather conditions. Job requires travel and working a flexible schedule, including working extended hours as necessary.
- **Physical:** Visual and hearing acuity sufficient to engage in effective supervision, collaborations, compliance efforts, & ensure the safety of self and others; physical abilities sufficient to work safely in division specific locations and operating conditions.

## Minimum Education and Experience:

**Education:** Four (4) year degree in engineering or a related field.

**Experience:** Six (6) years of experience, including three (3) years of supervisory experience.

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.) including successful completion of all required NIMS courses:

- Valid driver's license to perform assigned duties at various locations,
- VDPOR Professional engineer license (PE License) preferred.
- May require additional division or discipline-specific certification(s) and license(s).
- May require pre-employment medical or hearing based on the specific sensory and/or physical demands of the position.
- Essential personnel.
- Criminal history record check & fingerprinting of all employees in authorized and hourly safety sensitive positions.