

## POSITION DESCRIPTION

**POSITION TITLE:** Assistant Director of Public Works

**DATE:** 2/15/2023

**INCUMBENT:**

**REPORTS TO:** Director of Public Works

### A. POSITION PURPOSE

Major job functions will focus on building code and City ordinance enforcement, property and building inspections, and issuance of various permits. Additional functions include assisting the Public Works Director in carrying out job duties such as City project inspection, surveying, mapping, and other computer skills. The position requires considerable contact with the public and therefore has a responsibility for maintaining good public relations.

### B. NATURE AND SCOPE

#### 1. Duties:

- A. Review building plans with customers to ensure the proposed structure meets requirements established in codes and ordinances, working cooperatively with them in the issuance of a building permit and to ensure all requirements are met.
- B. Assist the Director of Public Works in the review of subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances. This includes working closely with design engineers, developers, home builders, Director of Public Works and City Superintendents, ensuring that all the proper permits (i.e. grading, drainage, flood plain, and building) and easements have been secured along with all the proper Planning & Zoning regulations being adhered to. Ongoing site inspections will be required to ensure continuing adherence to approved plans, codes and ordinances.
- C. Set, facilitate, and attend Planning & Zoning Commission (P&Z) and Board of Adjustment & Appeals (BAA) meetings as needed/requested to ensure policies & procedures are followed. Proper notice of such meetings will need to be published, posted, and sufficiently distributed to interested parties as set in statute, ordinance, and policies.
- D. Establish agendas, distribute meeting material, and prepare minutes for P&Z and BAA meetings.
- E. Communicate the outcomes of P&Z and BAA meetings to Finance Officer along with the necessary documentation to get on the Council agenda for further approval if needed. This may include drafting of ordinances or resolutions to be presented to Council.
- F. Conduct periodic inspections on a timely basis for compliance to statutes, ordinances, codes, and policies adopted by Council. Some examples of such inspections could include: private building projects, weeds, sidewalks, trees, animal control, abandoned vehicles, or dilapidated/unsafe structures. Issue non-compliance notices to property owners following established policies and procedures, following-up as needed.
- G. Maintain updated data base and files of recorded plats.
- H. Work with Director of Public Works on representing the City as the technical representative for Federal and State government issues. Prepare and submit federal and state reports accordingly, i.e. Letter of Map Revision (LOMR) and other flood plain management documentation.
- I. Assist Director of Public Works in the oversight of City projects.
- J. Communicate openly with Director of Public Works, Mayor, and other staff.

**2. Challenges and Problems:**

The Assistant Director of Public Works shall provide technical assistance to the City Superintendents, City Crews, and general public and clearly communicate such matters to other City staff as necessary.

The Assistant Director of Public Works is to tactfully handle building code and ordinance enforcement related questions or problems, working with the Director of Public Works or other City staff for resolution of such issues while maintaining a professional presence and respectfully answering questions by staff and general public.

**3. Control on Actions:**

The Assistant Director of Public Works is expected to possess the knowledge and skills to act on behalf of the Director of Public Works in his absence, yet acknowledge limitations. Final approval of such activities is referred to the Director of Public Works and Council.

**4. Working Conditions:**

The Assistant Director of Public Works is expected to balance time in the office and at project sites within the city. Occasional travel out of town may be required.

**5. Performance Measurement:**

The Assistant Director of Public Works performance is measured through the proper administration of various permits and enforcement of statutes, ordinances, codes, and policies adopted by the Council along with maintaining a good relationship with staff and the public.

**C. QUALIFICATIONS**

**1. Knowledge, Skills and Abilities:**

Ability to read and interpret building codes, Municipal ordinances, State statutes, and Federal regulations.

Ability to read and interpret building plans, blue prints, and plats.

General computer skills to include Microsoft office, specifically Word, Excel, Access & Publisher.

Ability to organize, prepare, and maintain accurate files and reports documenting compliance with City, State, and Federal laws governing the operations of the City.

Ability to clearly and precisely communicate with both co-workers and the public.

**2. Education/Experience**

Graduation from high school or possession of a GED Certificate. Related education and/or experience in job related field.