

<b>ASSISTANT CITY MANAGER FOR PUBLIC WORKS CITY OF WINONA, MINNESOTA</b>	<b>JOB DESCRIPTION</b>	
	<b>REPORTS TO: CITY MANAGER</b>	
	<b>DIRECTLY SUPERVISES: ALL PUBLIC WORKS DEPARTMENTS</b>	
	<b>9/1/2000</b>	<b>APPROVED: EBS</b>

**SUMMARY:**

The primary objective is to manage the operation of the City’s Department of Public Works in an effective manner. The Department of Public Works includes Engineering, Streets, Central Garage, Water, Sewer, Park Maintenance, and Airport. This employee will apply administrative knowledge and public works project experience to plan, arrange financing, design and construct Public Works projects. Supervise the personnel of Public Works. Represent Public Works at civic and council functions. Act as City Manager in absence of City Manager

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Supervise the maintenance and operation of the Public Works Department
- Oversee the implementation of new computer aided technologies applicable for Public Works activities and programs
- Plan the Public Works capital improvements program
- Plan and manage the Public Works budget
- Supervise the maintenance and operation of the City’s Flood Protection System
- Supervise the design, planning, estimating, programming and construction of Public Works Projects
- Supervise the personnel of Public Works
- Work with State and Federal Agencies to plan Public Works Projects and obtain necessary permits
- Continually seek alternate funding sources for Public Works projects

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the Department of Public Works, which includes Engineering, Streets, Central Garage, Water, Sewer, Park Maintenance, Airport and Public Works Secretarial positions for the City of Winona. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include hiring, assigning work, promoting, adjust grievances and evaluates performance. May effectively recommend hiring, assigning, directing and rewarding work, transfers and promotions, adjust grievances, discipline for just cause (oral and written reprimand) and evaluates performance. Serves as City Manager in the Manager’s absence.

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### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***EDUCATION AND EXPERIENCE:***

- BS Degree in Civil Engineering
- Registered Professional Engineer in the State of Minnesota
- Five years of experience in Municipal Public Works projects desired
- Demonstrated experience in budget development and oversight
- Demonstrated experience in personnel management

### ***LANGUAGE SKILLS:***

- Ability to prepare reports and correspondence and communicate effectively
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals
- Ability to supervise Public Works employees

### ***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions, and decimals
- Ability to compute rates, ratios and percentages
- Ability to establish and maintain budget oversight procedures

### ***OTHER SKILLS AND ABILITIES:***

- Ability to supervise the design and construction of Public Works Projects
- Ability to work effectively with Regulatory Agencies
- Ability to seek alternate funding sources
- Ability to promote the utilization of new technological innovations
- General knowledge of computer operations
- General Knowledge of Public Works activities
- Knowledge of State and Federal Laws and Regulations affecting Public Works
- Knowledge of Public Works Consulting firms
- General Knowledge of City operations and procedures
- Ability to maintain good public relations

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#### **MINIMUM QUALIFICATIONS:**

- BS Degree in Civil Engineering
- Registered Professional Engineer in the State of Minnesota
- A valid Driver's License
- Knowledge of State and Federal Laws and Regulations affecting Public Works
- Considerable Skill in Maintenance and Operation of Public Works Systems
- Ability to supervise employees
- Ability to plan and manage budgets
- Ability to promote and develop current computer technologies
- Ability to seek alternate funding sources

#### **PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee regularly sits; frequently talks or hears and uses hands to finger, handle or feel; and occasionally stands, walks, stoops, kneels, crouches, or crawls, reaches with hands and arms and tastes or smells.

While performing the duties of this job, the employee occasionally lifts up to 50 pounds.

Specific vision requirements include close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **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.

While performing the duties of this job, the employee is occasionally required to work in wet, humid conditions; near moving mechanical parts; in high precarious places; be exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat and the risk of electrical shock.

The noise level in the work environment is moderate.