

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Assistant Director of Public Service

Name of Incumbent:

Civil Service Status: Classified
Employment Status: Full-Time
FLSA Status: Exempt

Department: Service
Reports to: Director of Public Service
Pay Grade: 7

JOB SUMMARY:

Supports the construction, maintenance, and improvement of all public works within the City. This position assists with the administration and coordination of the building, engineering, streets, utilities, and beautification functions, and helps ensure efficient, safe, and compliant operations across all public works divisions.

QUALIFICATIONS:

Associate's degree in management, public administration, or a related field required; a minimum of five (5) years of increasingly responsible experience in municipal public works, construction management, utilities, or related operations; or an equivalent combination of education, training, and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Public works operations and maintenance practices; municipal government structure and procedures*; budgeting and purchasing practices*; construction, engineering, utilities, and public infrastructure systems; safety standards and applicable federal and state regulations; project management principles, contract administration, and capital improvement planning.

Skill in: Planning, organizing, and coordinating multiple projects, programs, and departmental activities; supervising, training, and evaluating employees; budget preparation, purchasing, and resource management; analyzing operational issues and developing practical solutions; preparing clear and accurate reports, correspondence, and presentations; building effective working relationships with employees, contractors, government agencies, and the public.

Ability to: Communicate effectively with staff, elected officials, outside agencies, and the public; collect, analyze, and interpret operational data; prepare and maintain accurate documentation, reports, and records; exercise independent judgment and support effective decision-making; coordinate multiple ongoing projects and activities; support supervision, training, and evaluation of departmental personnel.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict the types of tasks performed by this classification):

1. Assists the Service Director in the formulation, implementation, and enforcement of rules, regulations, and procedures governing building, engineering, street, utilities, and related public works operations.

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2. Supports the oversight of construction, improvement, inspection, repair, and maintenance of all public works within the City, including streets, sidewalks, bridges, water and sewer systems, stormwater facilities, public buildings, grounds, and related infrastructure.
 3. Assists in managing and monitoring public utilities and helps enforce obligations of privately owned or operated utilities as required by the City.
 4. Supports the preparation, organization, and maintenance of surveys, maps, drawings, plans, and estimates related to public works projects.
 5. Assists in coordinating waste and trash collection and disposal services.
 6. Participates in supervising the activities of the building, engineering, street, and utilities departments, including budgeting, purchasing, scheduling, and project planning.
 7. Helps ensure compliance with state and federal laws, regulations, and standards governing public works operations.
 8. Meets with elected officials, staff, residents, contractors, and others to discuss public service issues and provide information.
 9. Demonstrates regular and predictable attendance.
 10. Attends training, seminars, conferences, and professional development programs to maintain current knowledge of public works practices.
 11. Assumes responsibility for performance of all duties and responsibilities of Director in his/her absence.
 12. Performs other related or unrelated duties as assigned by the Service Director.
 13. Proficiently operates personal computer and has experience in Microsoft Office software; Excel, Word, Calendar, Outlook, PowerPoint.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date