



## Public Works Assistant Director Job Listing

We are looking for a Public Works Assistant Director to support the Director in departmental planning, overseeing daily operations, project management, and budgeting. You will be working to enhance productivity and ensure compliance with rules and regulations. Assistant directors are well-versed in performance and operations management and competent in assuming delegated duties. They are leaders and critical thinkers, ready to solve problems before they become obstacles. An Assistant Director shows a passion for community service and a commitment to ensuring safe, efficient, and sustainable public operations.

**\*\*\*Applicant must have their Grade 1 Wastewater and Water Treatment Operator License or greater in Tennessee or from a state that Tennessee honors with reciprocity.**

### Responsibilities

- Assist in developing and implementing plans and goals for the department
- Work with the Director to coordinate and supervise daily operations and crews
- Ensure compliance with regulations and safety practices
- Make recommendations related to ongoing and future projects
- Assist in preparation of the annual budget; ensure the department operates within budget and monitor expenses
- Provide assistance in the installation, repair, and maintenance of the City's water and wastewater systems, Natural Gas system, and street maintenance.
- Ensure proper training is provided to departmental employees; evaluate and counsel employees as needed
- Oversee and complete payroll timesheets and leave requests before submitting to Director
- Respond to inquiries from other departments, officials, engineers, surveyors, construction staff, and the public
- Prepare studies, reports, and recommendations as directed by the Public Works Director, assuring City compliance with Federal, State, and local laws

- Attend departmental meeting occasionally and especially in absence of the Director
- Perform other position related duties as assigned

### **Skills**

- Able to work under pressure and handle multiple tasks efficiently and effectively
- Ability to communicate effectively with peers, supervisors, subordinates, customers, and the press
- Excellent organizational and leadership skills
- Ability to read and interpret maps, engineered drawings, by-laws, and rules and regulations
- Knowledge of Microsoft products including Excel, Word, etc.

### **Required Qualifications**

- At least four years of increasingly responsible professional experience in street maintenance, water and wastewater systems, and/or natural gas systems including two years of administrative and supervisory experience
- Possession of a Grade I Wastewater and Water Treatment Operator License or greater in Tennessee or from a state that Tennessee honors with reciprocity
- Possession of a valid class (B) commercial driver's license or the ability to obtain within one year of employment

### **Preferred Qualifications**

- A bachelor's degree from an accredited college or university with major course work in civil engineering, urban studies, public administration, physical or natural sciences, or a related field.

*Working Conditions:* Working conditions involve occasional exposure to intermittent machinery or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Must have the ability to sit, withstand intermittent periods of stooping, walking, standing. May be required to lift objects weighing up to 50 lbs.

### **Starting Salary: \$60,000 annually**

Benefit package includes Health, Dental, Life, and Vision Insurance. The City of Martin is part of the Tennessee Consolidated Retirement System (TCRS).

Applications can be obtained at the City of Martin Municipal Building or may be obtained on the City of Martin website at [www.cityofmartin.net](http://www.cityofmartin.net). Resumes not accepted without a completed application. Deadline for submitting applications is 5:00 PM Friday, March 21st, 2026. Mail applications to:

City of Martin  
Attn: Human Resources Department.  
109 University Street  
Martin, TN 38237

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