

**TOWN OF SPRING CITY
JOB VACANCY NOTICE**

**Assistant Public Works Director
Pay Range: \$50,000 - \$52,249
Status: Full-Time, Salaried**

The Town of Spring City is seeking applicants for the position of Assistant Public Works Director. This position assists with the daily operations of the Public Works Department, including streets, parks, water and wastewater line maintenance, and departmental projects.

Primary Duties Include:

- Assisting with supervision of public works staff
- Coordinating GIS mapping and asset tracking
- Managing purchases, inventory, and project materials
- Supporting construction and maintenance activities
- Responding to after-hours operational needs as required
- Performing both administrative and field work as assigned

Minimum Qualifications:

- High school diploma or GED
- Valid Tennessee driver's license
- Minimum of two (2) years supervisory experience
- Experience in construction, utilities, or public works maintenance

Apply in Person at:

City Hall
369 Front Street
Spring City, TN 37381
Phone: (423) 365-6441

Or email resume:

tmccormick@townofspringcitytn.org

Applications will be accepted until the position is filled.

TOWN OF SPRING CITY

ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION

The Public Works Director, in coordination with the City Manager, appoints the Assistant Public Works Director. Under the Public Works Director's direction, the Assistant Public Works Director supervises and assists with overall project management of the department to include, but not limited to, streets, parks, water/wastewater line maintenance, highways & streets, and, on occasion, overall supervision of the department. The Assistant Public Works Director also assists the Public Works Director, as directed, in the planning and organization of departmental goals. This position performs both assigned and independent work.

The Assistant Public Works Director is under the general supervision of the Public Works Director. Independent judgment is needed according to the situation and different courses of action must be taken within the framework of established regulations, policies, and the department's strategic plan in order to complete the department tasks.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for training and assisting the department in meeting the town's goals and exceeding performance expectations.
- Communicates regulations, with department, to ensure proper organization and use of personnel.
- Meets regularly with the Public Works Director to discuss, identify, and resolve problems.
- Conducts on the job training for departmental employees, as needed.
- Assists the Public Works Director by:
 - Making recommendations concerning the hiring, promotion, discipline and/or termination of employees.
 - Purchasing of parts, equipment, supplies etc. for the department, referring to the city's purchasing procedures.
 - Budget preparation as required.
- In the absence of the Public Works Director, the Asst. Public Works Director:
 - Supervises contract construction, if designated.
 - Directs overall activities of the department.
 - Performs administrative activities as requested.
 - Approves timesheets.
 - Any and all other duties assigned as needed.
- Ability to perform splash pad startup, shutdown, trouble shooting, maintenance and/or repairs.
- Coordinates and oversees Geographic Information System (GIS) for Water and Sewer System Mapping. And is responsible for assigning and supervising an employee within the Public Works Department to execute the operation of the Geographic Information System (GIS).
- Inspects, coordinates, and operates equipment of the department when necessary.
- Ability and willingness to respond to afterhours repairs and/or projects should it be necessary outside of his/her normal schedule.
- Ability to keep records and make reports as needed.
- The ability to communicate, interpret, and explain regulations and ordinances with staff, management, and/or public effectively.
- The ability to communicate departmental procedures when responding to citizen complaints.
- Must be adaptable to performing under minimal stress when confronted with an emergency related to the job and determine proper course of action.
- Must be able to maintain an effective working relationship with departmental employees as well as with other departments.
- Represents the city in the most positive and professional manner at all times.
- Attends training classes as needed.

- Performs other duties as directed.
- To include but not limited to all requirements, functions and duties stated in the Laborer Job Description.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of personnel policies and procedures.
- Knowledge of construction and maintenance principles.
- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of fleet vehicle management, maintenance of various types of machinery and equipment and operation of city facilities.
- Knowledge of the principles and methods of supervision.
- Knowledge of the city's provision of emergency procedures.
- Knowledge of the interworking of the Splash Pad.
- Ability to plan and supervise the work of subordinates.
- Ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job.
- Ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to communicate well with others in a clear and concise manner.
- Ability to use necessary tools and equipment in performance of required skills.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely, and convincingly.
- Ability to keep records and make reports as needed.

QUALIFICATIONS

- Must be a high school graduate or equivalent.
- Must have a valid Tennessee Driver's license.
- Must pass pre-employment drug screen by licensed physician.
- Must have a minimum of two years supervisory experience.
- Must have experience in basic construction, maintenance, or related fields.

SPECIAL DEMANDS:

- This is a full-time salaried position and must have the ability and willingness to be on-call should it be necessary and respond for afterhours repairs and or projects should it be necessary outside of his/her normal schedule.
- Must be able to manage projects and may be interrupted frequently to meet the needs and requests of customers, co-workers, and management that arise.
- Must be able to meet tight deadlines.
- Must be able to perform heavy manual labor, including lifting heavy objects and work in all kinds of weather conditions.
- Must be able to operate light duty vehicle, mobile radios, computers, and other modern office equipment.
- May be required to lift heavy objects weighing more than 25 pounds.
- May be exposed to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic and or hazardous substances.

I, have read and understand the above **Assistant Public Works Directors** Job Description.

Employee Signature: _____ Date: ____/____/____