

CITY OF LAKEWOOD CIVIL SERVICE POSITION VACANCY ANNOUNCEMENT
ASSISTANT DIRECTOR OF PUBLIC WORKS
Salary Grade 35

The City of Lakewood is seeking an Assistant Director of Public Works. This position is responsible for supervising and assisting managers and employees within the Public Works Department in various maintenance and capital improvement projects under the direction of the Director of Public Works. He or she is also responsible for assisting in the coordination of work of municipal departments on public projects and in providing public services.

The Assistant Director is responsible for interpreting and enforcing the provisions of applicable federal, state and local regulations, codes and ordinances. Coordinates efforts of Public Works Divisions, outside contractors and vendors to ensure high quality, efficient, in-budget delivery of services.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems. Is present and/or represents the department before City Council, hearings and other boards, speaks at public meetings and answers questions. Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving complex issues.

Prepares the budget, including: preparing estimates/projections; monitoring budget by reviewing reports; approving and tracking expenditures; preparing recommendations and providing justification information; and reviewing purchase requisitions. Coordinates and secures grants, including: researching, writing and submitting grant applications; and preparing and making public presentations related to same. Serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents, reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations. Directs capital project planning functions, including: preparing cost estimates; determining scope of work, resource allocation and scheduling; and coordinating planning functions, budget and legal authorities.

Oversee the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts; oversees project management for the construction of infrastructure projects to ensure contractor compliance with the contract documents.

May perform various engineering functions, including: providing engineering calculations, research, analysis and designs; developing engineering reports; reviewing all design work and making corrections. Provides field measurements and condition assessments for infrastructure and facilities. Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department. Assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

MINIMUM QUALIFICATIONS REQUIRED: Bachelor's degree in Construction Science, Construction Management, or Civil Engineering from an accredited four-year college or university in a related field; and, Five to Seven years of progressively responsible related experience or any combination of education and experience that meets these requirements.

Certifications: Valid Ohio Driver's License with less than eight (8) points, Class A or B CDL preferred, Registered Professional Engineer and/or CPESC (Certified Professional in Erosion and Sediment Control) preferred. Certified as an International Society of Arboriculture (ISA) Arborist preferred, Tree Risk Assessment Qualified (TRAQ) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues. Administrative principles and practices, including goal setting and implementation. Administration of staff and activities, either directly or through subordinate supervision. Principles and practices of civil engineering and public works administration. Soil mechanics, foundation design, structural analysis and design, concrete design, pavement design, hydraulics, sewer design, water distribution design and surveying. City budget processes, policies, and procedures. Grant development and budget maintenance. Municipal contract management. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures, and protocols. Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Qualified, interested applicants should submit a letter of interest, current resume and complete an application form: [City of Lakewood application](#)

Applications accepted until position is filled.

The City of Lakewood is an Equal Opportunity Employer