



**City of Avon Lake, Ohio
Classification Specification
Assistant Public Works Director**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Public Works	E10	Exempt	Unclassified	

CLASSIFICATION SUMMARY

Under the general supervision of the Public Works Director, the Assistant Public Works Director directly supervises all employees in the Public Works Department on a day-to-day basis and coordinates such with the Public Works supervisor; is responsible for the preparation and execution of planning, direction, monitoring, evaluation, and daily task assignments for the Public Works staff; manages attendance records, payroll, and timekeeping records; issues/recommends discipline, is responsible for the maintenance of City streets and properties, drainage ditches and waterways, parks and grounds maintenance, public buildings and lands, and all equipment maintained by the Public Works Department or being used by the Department in day-to-day operations in the delivery of City services. Other duties include project management, tracking and analysis for City-authorized projects or endeavors as assigned. In the absence of the Public Works Director, this position will assume the duties of the department director when assigned.

ESSENTIAL DUTIES ¹	% OF TIME
Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality street and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards. He/she will supervise, train, and oversee employees performing duties of maintenance, construction and repair of streets, storm drainage, facilities and parks. Will also conduct oversight and management of capital improvement projects as assigned by the director.	25
In conjunction with the Public Works Director, develops and enforces all City and Departmental policies and disciplinary regulations. Provides motivation and mentoring of department staff. Monitors staff performance, conducts annual performance reviews, and makes recommendations for employee development.	25
Makes budget recommendations and has budgetary responsibility, including abiding by City purchasing protocols. Provides budgetary oversight of day-to-day operations for department related maintenance and construction activities.	20
Responds to, investigates and provides resolution to resident complaints. Interacts with residents, vendors and city officials. Attends various public meetings and functions as designated by the director.	10
Provides oversight and implementation of various programs that fall under outside regulatory body authority such as the OEPA. Assists the Public Works Director with the management and implementation of the city's MS4 permit. Assists and oversees the operation and record keeping for the City's compost facility and prepares necessary reports as directed. Assists with and	10

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

oversees activities related to the closure of the landfill site located at the public works facility along with maintaining up to date records.	
Oversees the maintenance of assigned City-owned, leased, or utilized equipment, tracks repair and life cycle cost and makes recommendations for replacement and new equipment. Assists the director with the upkeep of the fleet replacement schedule.	10

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Associate's degree in management, civil engineering, construction, or related field, or five or more years of experience in supervision within the public works environment. Knowledge of the OMUTCD and ODOT construction standards and specifications. Knowledge of OEPA rules and regulations as related to city activities.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

PREFERRED QUALIFICATION:

Bachelor's degree in related field, ISA certification, pesticide applicators license, class A or B CDL

KNOWLEDGE OF:

- Supervision and management within a union environment
- Clear and concise understanding of the delivery of City services
- Mechanics, engines, maintenance and construction methods
- Understanding and abiding by City Ordinances
- Budgetary oversight and procurement protocols as regulated by the State of Ohio and City of Avon Lake.
- Performance and operation of all types of equipment
- Life cycle and safety training for department equipment
- Avon Lake's geography and service areas

SKILL IN:

- Strong written and oral communication skills
- Strong computer skills including but not limited to Microsoft Office suite (Outlook, Word, Excel), Microsoft Project (or similar), GIS, asset management software
- Working with the public

ADA AND OTHER REQUIREMENTS

This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

SEDENTARY WORK:

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

WORKING CONDITIONS:

Working conditions may include loud, dusty environments, and hazardous chemicals.

SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$40.00 to \$49.98 hourly, or \$83,197 to \$103,959 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared in Codified Ordinance Chapter 260