

Ozaukee County
Human Resources

121 W. Main Street
PO Box 994
Port Washington, WI 53074-0994
Local (262) 284-8321
Metro (262) 238-8321

JOB DESCRIPTION

JOB TITLE: Assistant Public Works Director		
INCUMBENT:		CLASSIFICATION CODE:
DATE:	DEPARTMENT: Public Works	DIVISION:Highways
EMPLOYEE GROUP:		FLSA STATUS:
PAY SCHEDULE:	PAY GRADE: 110	EEO CATEGORY:
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.) This position serves as the assistant to the Public Works Director/Highway Commissioner and as such supervises construction projects with State and local agencies, conducts surveys, prepares estimates, surveys, drawings and reports. Works under the direction of the Public Works Director and performs a wide variety of engineering/surveying activities related to highway projects, utility permitting and construction oversight. Serves as the patrol superintendent in his absence. Serves as the County Surveyor. Supervises subordinate personnel in the performance of in house construction activities. Assists in management of Facilities Department projects</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE, Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

20% Identifies construction projects utilizing Paser program results. Prepares estimates, coordinates outside engineering services, and oversees construction activities.

10% Prepares budget estimates, five year capital plan and assists in preparing operating budgets for the Highway Department

15% Prepares required reports for DOT, including annual road certification, updating of road ratings using Paser, manages the LRIP, including CHIP, TRIP, MSIP and discretionary projects and maintains files.

5% Oversees biennial bridge inspections as required by law and maintains records

10% Serves as County Surveyor, oversees program for maintenance of section corners, and maintains survey files for access by the public.

10% Issues utility permits and assures compliance with utility accommodation policy

5% Serves as Patrol Superintendent in his absence

15% Oversees pavement management program utilizing Paser and prepares reports related to maintenance activities.

10% Updates highway maps, keeps as built records of construction projects, maintains files.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

With minimal oversight by the PW Director, this position is of a professional nature and is self directed to plan and schedule activities as necessary to meet the requirements of the job.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

A full range of supervision duties for subordinate staff and directing the activities of construction contractors and consultants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements: (Include certificates, licenses and/or registrations required.). Graduation with an undergraduate degree in civil engineering preferred, Associates degree in civil engineering technology, land surveying or related field and/or combination of education and experience. Registration as a Professional Engineer or as an Engineer in Training in Wisconsin is desirable. Additional training and registration as Wisconsin Registered Land Surveyor is also desirable.

Experience Requirements: Five (5) years of experience in the field of government public works or consulting engineering,

Knowledge, Skills and Abilities:

Ability to develop and evaluate programs covering all areas of the department.

Skill in word processing, database and spreadsheet programs in the use of software to analyze infrastructure.

AutoCAD drafting ability, ability to review and prepare construction documents.

Ability to plan, organize and effectively present ideas, concepts and recommendations.

Ability to establish and maintain effective working relationships with representatives of government agencies, elected officials, employees at all levels within the County, the public and with other governmental jurisdictions.

Ability to develop and implement a comprehensive preventative maintenance program.

Ability to evaluate complex bid specifications, analyze proposals, and interpret read blueprints

Knowledgeable and familiar with Wisconsin Public Bidding and Construction Statutes and procedures

Working knowledge and familiarity with Wisconsin laws relating to the practice of land surveying, the public land system and engineering surveying for construction projects.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Typical Ozaukee County Office Environment

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals:

Department Head: _____

Date: _____

County Administrator: _____

Date: _____