

MEMORANDUM

DATE: May 24, 2024
TO: All Interested Individuals
FROM: Personnel Department
SUBJECT: ANNOUNCEMENT OF POSITION RECRUITMENT
POSITION: **Deputy Public Works Director**
SALARY: Pay Grade T - Salary Range; \$94,057.60 - \$122,262.40 annually, DOE

Position Summary

This position assists the Director of Public Works to manage the various public works divisions including streets, general maintenance, environmental compliance, water and wastewater, facilities, engineering, and fleet maintenance operations.

Essential Functions

- Assists the director in planning, organizing, and directing the operations and maintenance of the Streets, General Maintenance, Environmental Compliance, Water and Wastewater, Facilities, Engineering and Fleet divisions.
- Helps director in the identification and implementation of methods for improving and expanding operations of the department and for improving departmental productivity, efficiency and effectiveness.
- Hires, assigns, directs, supervises, evaluates and disciplines personnel.
- Assists the director in preparing departmental budget, including capital planning, and managing expenditures within approved budgets.
- Assists the director in performing strategic and long-range planning activities for the department.
- Researches and prepares reports as directed.
- Functions as the Director of Public Works during an absence of the director for an extended period of time.
- Directs the work of and manages the crews of assigned areas. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers and promotions.
- Provides leadership and management to all assigned staff. Directs staff on difficult projects.
- Ensures appropriate training for operators on all assigned equipment and maintains required documentation.
- Analyzes and evaluates existing objectives, goals, standards, priorities, policies, and procedures.
- Assures water and wastewater compliance with all regulatory guidelines; prepares and approves regular and special reports; meets with external regulatory agencies to provide information and takes action as needed.
- Prepares requests for purchase of services, materials, and supplies and solicits quotes from suppliers, contractors, architects, and surveyors within the Oak Ridge purchasing guidelines and state rules and regulations.
- Helps develop and prepare bids, contracts, and related reports specific to division operations. Assists in the development and evaluation of requests for proposal and bid documents as well as selection of contracted services and equipment purchases.
- Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
- Responds to and calls out after-hours on-call crews for emergency requests.
- Coordinates security access with the DOE including employee and contractor badging to provide access to City assets.

Knowledge, Skills, and Abilities

- Knowledge of and ability to effectively utilize the principles of strategic and long- and short-range planning.
- Knowledge of management and supervisory practices & principles.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to develop department goals and objectives.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final employment recommendations.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete, plan work, and establish priorities.
- Ability to approve time off.
- Ability to maintain staff personnel records.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures, and practices.
- Knowledge of local government organization and their departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment, and office assistance techniques.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in Engineering, Construction Management, Public Administration, Organizational Management or a closely related field with eight (8) years' work experience in public work administration preferred or equivalent combination of education and work experience.
- Eight (8) years of directly related, progressively responsible administrative and supervisory experience.
- Registration as a Professional Engineer in the State of Tennessee preferred.
- Water Distribution and Wastewater Collection certification preferred.

Individuals interested in this position must submit an application online at <https://tn-oakridge.civicplushrms.com>. Submissions must be received in Personnel by **12:00 noon, Friday, June 28, 2024.**

**THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER
INCLUDING THE DISABLED**