

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E704
FLSA:	E
WC:	8810
PG:	516
EEO:	1

CLASSIFICATION TITLE: DEPUTY DIRECTOR ENVIRONMENTAL/PUBLIC WORKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the management of the Environmental/Public Works Department, including overseeing the Department’s project management activities, safety and emergency management, financial and administrative operations, and collaboration on water resources activities, environmental programs, fleet operations, recycling and solid waste services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists in planning, developing, and directing Department operations: assists in formulating policy and procedures; assists in developing strategic plan and departmental mission and vision; supports division staff during implementation of plan initiatives; and assists in monitoring and progress reporting.

Serves on behalf of the Director in the event of his or her absence. Maintain familiarity with Departmental programs and priorities to assist or substitute for Department Head in managing community issues. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Take an active role in preparing for monthly committee meetings, city council meetings, work session, and other City business meetings. Be prepared to present any and all staff actions in a professional manner. Prepare graphical aids such as photographs, charts, metrics, talking points, etc.

Leads and/or assists development of Department policy, procedures, and business plans; assesses effectiveness and implements changes as needed. Assists in preparing and administering the departmental budget; adjusts priorities as needed; identifies needs and obtains and allocates resources for the Department. Helps foster good relations among Department employees and internal and external customers. Takes an active role in organizational management, including succession planning. Coordinates departmental activities within divisions and with other departments.

Manage all aspects of capital project development for multiple projects and train subordinate staff on effective project management skills. Provide oversight of all capital project planning, design and contracting services, with coordination as needed with other City Departments. Responsible for development and maintenance of departmental capital project budgets, coordinating and scheduling varied funding sources and rules with project planning and design, including appropriate cost accounting for state and federally funded projects. Provides administrative oversight and may serve as project manager for large departmental contracts. Coordinates review and establishment of procedures for planning, engineering, and construction in accordance with existing Department and City policies and procedures.

Coordinates work activities; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise; ensures effective

and efficient operation of division, provides options based on sound principles that are in line with the City's goals and objectives.

Supervises, directs, and evaluates assigned staff, particularly environmental, solid waste, fleet programs, safety and emergency procedures, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance. Participates in development of the City's environmental programs; manages and promotes solid waste management planning to encourage waste reduction efforts; resolves operational issues; plans and coordinates programs with other departments.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, and; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate. Provides related information, guidance, and feedback to staff.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events. Organizes and coordinates Departmental programs in employee safety, emergency preparedness and management, and financial operations in support of strategic plans and goals.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists the Director with establishing procedures to fulfill and assess departmental and city policies and procedures, including reports, charts and financial analyses for projects; reviews and amends contract management procedures as necessary; oversees the administrative aspects of departmental contracts.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, environmental sciences, business management, or closely related field; ten (10) or more years of relevant experience in management, financial or operational analysis, marketing, public relations, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia Driver's License. Professional registration in civil engineering is preferred.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Broad knowledge of City, county, regional, state and federal codes, ordinances and regulations pertaining to water treatment and protection, solid waste and recyclables management and collection, and environmental protection and education. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Familiarity with principles and practices of sustainability, particularly related to technology and infrastructure. Familiar with economic analysis of projects and programs, relating short and long term costs and benefits through life-cycle costing or similar techniques.

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data including data analyses and interpretation to optimize organizational components, programs, and operating strategies.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors, applying principles of persuasion and/or influence over others and instructing, reviewing work, maintaining standards, and coordinating activities. Must be able to develop and lead teams in completion of collaborative assignments. Must be able to work effectively with other staff, diverse populations, interdepartmental contacts, citizens, and elected officials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information, and to present information, orally and in writing, to various audiences in a variety of forums. Ability to interpret regulations and policies and present summaries with clarity to the Mayor, Council, citizens, and the media.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures; computation of economic statistics, and life cycle costs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.