CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Assistant Director of Public Works – Internal Services** **E-PLAN SG:E2-15**

DEPARTMENT: **Public Works – Internal Services** **CS:N FLSA:N EEO4/SOCCODE:OA/11-3013**

JOB SUMMARY:

Responsible for planning, organizing, staffing, and directing the Internal Services Division of the Public Works Department. Assists the Director of Public Works in developing and implementing programs and policies that supports the City's goals, enhance organizational effectiveness, foster a positive work environment and contributes to the City's long-term success and financial sustainability. Engages and collaborates with other divisions, departments, and outside groups to advance the mission and goals of assigned areas and the City. Ensures compliance with department and city policies and procedures, collective bargaining agreements and legal requirements. Promotes the Public Service competencies of service orientation, results orientation and teamwork and cooperation. Ensures that business practices and standards of performance are accomplished in an effective and cost-efficient manner. Represents the department in public involvement initiatives and engages with elected officials, policy makers, and citizens. Develops and maintains relationships with staff, other departments, individuals and entities outside City government to foster collaboration, inclusion, and effective use of resources.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Director. Work is performed under general guidance and direction and in accordance with applicable local, state, and federal regulations, policies and procedures. Serves as a senior member of the Public Works management team. Works independently to provide supervision, guidance, and direction to Internal Services Division Staff. May act in responsible charge in the Director and Deputy Director's absence, as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Leadership: Serves as a senior member of the Public Works Management team. Oversees assigned services and activities of the Public Works Internal Services Division including the City's Fleet Services, Radio Communication Systems, Facilities Maintenance, Facilities Project Management, Security, Custodial Services, and ADA Compliance. Coordinates with other departments and offices to ensure alignment with the City's critical objectives, vision and values. Provides program and project support to other departments to help the City deliver great government.

2. Strategic Planning: Assists the Public Works Director in providing leadership and direction in the development and implementation of strategic short and long-range plans, programs, goals, performance measures and objectives for the Internal Services Division. Identifies trends and problems hindering progress and develops and implements recommendations for problem resolution with appropriate management and staff. Oversees or conducts research to obtain required data for policy, procedure or program establishment or review, as assigned. Reviews, interprets, and analyze data, prepares reports, and makes recommendations about which programs and/or major project proposals should be initiated, modified or discontinued.

3. Fiscal and Business Management: Provides technical, administrative, and fiscal oversight and direction for the Internal Services Division of the Public Works Department. This includes program planning and management, budget preparation, and personnel administration. Facilitates and coordinates cooperative planning in conjunction with other divisions, departments, outside governmental agencies, and community groups as required. Acts as a technical resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.

4. Personnel Management: Develops and maintains a workforce committed to, and with highly develop competencies in, customer service, results orientation and teamwork. Serves as a primary point of contact for personnel matters for the Division. Manages employee relations for the Division by providing open communication, collaboration and accountability. Establishes systems for staff engagement and ensures timely completion of performance appraisals. Consults with supervisors on personnel actions and addresses labor relations matters in compliance with labor agreements and personnel policies. Actively supports strategies and programs to foster an inclusive workplace and create a culture of respect and belonging.

5. Public Involvement and Communication: Presents reports, recommendations, budgets, and issues for resolution to department heads, Mayor, City Council, boards and commissions, including summarizing data and statistics and analyzing findings. May represent the department director at public meetings of citizens or special interest groups and other public settings. Serves on boards and committees.

6. Diversity, Equity and Inclusion: Actively contributes to and implements strategies and programs to foster an inclusive workplace, ensure equitable practices and reduces biases. Collaborates with staff across the City to create a culture of respect and belonging.

ADDITIONAL WORK PERFORMED:

1. Performs related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough working knowledge of Public Works Department operations and procedures and the operations of other City departments with related responsibilities.
- Working knowledge of relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state, and local regulations.
- Fiscal management including budget preparation, grant and contract administration, service and intergovernmental contract administration, cost and budget analysis, expenditure control and records management.
- Government processes, including legislative, regulatory, agency mandates and local authority.
- Applicable local, state, and federal laws, rules, regulations, policies and procedures related to the areas of assignment.
- Computer operation and a variety of software including work processing, spreadsheet, database, and other applications specific to the area of assignment.
- Safety and security hazards, precautions, standards, policies, and procedures pertinent to the area of assignment.
- Best practices for fostering equitable practices and an inclusive workplace.

Skill in:

- Highly effective team building and leadership skills including consensus-building to resolve conflict, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills.
- Leadership and supervisory skills, problem analysis and resolution, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management skills.
- Strategic planning and development of short and long-term plans and programs.
- Estimating and analyzing costs and effectiveness of programs, monitoring information, working accurately with numbers, and interpreting statistical information.
- Communicating effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing and directing preparation of comprehensive written reports, materials, and correspondence.

Ability to:

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Use tact, discretion, respect, persuasion, diplomacy, and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other agencies or entities, department heads, co-workers, employees and diverse members of the public.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects and strategies.
- Interpret, explain and apply complex guidelines, codes, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Communicate accurate information and ideas with others;
  - Frequently move between work sites;
  - Infrequently traverse uneven terrain such as work sites or undeveloped land.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, along with some time spent outdoors with exposure to all weather conditions on City streets, rights-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Frequently drives motor vehicle to perform duties. Uses appropriate safety equipment and follows established safety policies, practices and procedures. Some travel to professional meetings is expected. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in civil engineering, business management, public administration, or related field required; master’s degree preferred
- Five (5) years progressively responsible experience in fleet and facilities maintenance in a municipal Public Works, including three (3) years of supervisory experience required

- Registration as a Professional Engineer in Washington, Professional Traffic Operations Engineer (PTOE) or American Institute of Certified Planner (AICP) preferred.
- Demonstrated experience in Facilities Project Management or Fleet Services Management preferred.
- Municipal supervisory experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: A. Sullivan

M. Olinger
A. Beatty
A.Silva
5/25

REVIEWED BY: _____
Joel Pfundt
Director, Public Works