

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Director Environmental/Public Works

Department: Environmental/Public Works

Pay Grade: 519

FLSA Status: Exempt

Job Code: E702

JOB SUMMARY

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 services, facilities services, recycling and solid waste services, and the City's CIP Program Management Division.

ESSENTIAL JOB FUNCTIONS

In support of the CIP Division:

- Supervises and directs Division staff responsible for implementation and delivery of the City's Capital Improvement Program (Non-Transportation).
- Serves as the Program Manager for the City's Bond Program.
- Assesses the risk profile for proposed CIP projects and recommends best delivery approach.
- Mentors staff to enhance their project management and business analysis skills. Works with staff and other departments to establish priorities, estimates and tracks staff time for various CIP projects, and resolves resource conflicts.
- Manages the City's Capital Improvement Program.
- Manages design process including coordinating review of construction bid documents.
- Coordinates pre-bid and pre-construction conferences.
- Drafts Requests for Proposal (RFP), Requests for Qualifications (RFQ) and develops and negotiates scopes of work. Makes recommendations for contract awards; administers

contracts for consulting architects, engineers, contractors, and project management resources.

- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time.
- Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations.
- Monitors individual project budget summaries ensuring expenditures are within approved budget, tracks changes to the contract documents that may result in change orders.
- Makes recommendations to the Department Director on change orders as necessary.
- Oversees project financial reports, accounting, and grant reimbursement.
- Prepares project budgets and assists with budget development, as requested.
- Monitors and ensures all requirements of grants and contracts are met.
- Provides technical support and manages all aspects of capital improvement projects.
- Develops and monitors the risk mitigation plan for each CIP project.
- Coordinates and reviews field inspections to collect data, verify existing/actual conditions and monitors conformance with plans/specifications.

In support of the Department:

- 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. Maintains 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.
- Takes 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. Prepares 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. Evaluates alternatives for operational adjustments. 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.
- Manages all aspects of capital project development for multiple projects and trains 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.
- Communicates with Department Head, 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.
- Prepares agenda items and supporting graphics for monthly committee meetings and city council meetings. Presents to Mayor and Council at meetings.
- Organizes and coordinates Departmental programs in employee safety, emergency preparedness and management, and financial operations in support of strategic plans and goals.
- 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.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in civil engineering, environmental sciences, business management, or closely related field; seven (7) 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.

Licenses or Certifications:

- Professional registration in civil engineering is preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- 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, stormwater management, and environmental protection and education.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Knowledge of principles and practices of sustainability, particularly related to technology and infrastructure.
- Knowledge of economic analysis of projects and programs, relating short and long term costs and benefits through life-cycle costing or similar techniques.
- Ability to coordinate, manage, and/or correlate data including data analyses and interpretation to optimize organizational components, programs, and operating strategies.
- 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.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- 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.
- 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.

- 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.
- 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.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.