



Valparaiso City Services
Position Description
Assistant Director of City Services

Valparaiso City Services is accepting resumes for the position described below:

Position:	Assistant Director of City Services	Classification:	EXE B-1
Department:	Administration	Position Status:	Exempt
Reports To:	Executive Director	Position Category:	Regular, Full-time
Approved By:	Executive Director	Annual Wages:	\$115,000-\$140,000

POSITION SUMMARY:

Under general direction of the Executive City Services Director, Incumbent manages and oversees the activities and operations of the City Services Department which includes water & wastewater treatment operations, field operations: sewer, distribution, solid waste, streets, vehicle maintenance, work management/GIS and print shop etc. Provides support for all City Services operations and all other City departments. Assists the City Services Director with the direction and management of the City Services Department through effective planning, staff management and resource allocation, development and completion of capital improvement projects, implementation of employee and job site safety, emergency response, staff development, and compliance with State and Federal regulations, and City policies and goals.

SUPERVISION EXERCISED:

Assists with the management of the City Services Department (CSD).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the implementation of the VCS strategic plan, direction and management of the CSD and assumes responsibilities for the department as the Acting City Services Director in the event of the Director's absence.
- Directly oversees the inspection a variety of City areas, including, but not limited to, streets, sidewalks, curbs, parkways, parking lots, cemeteries, and trees for any deficiencies; and directs the appropriate response to correct any problem. Receives and analyzes complaints or concerns submitted by Executive Director, citizens, Mayor, department heads, and employees, and determining type of action required to correct problem.
- Plans, coordinates, manages, and oversees the activities and operations for assigned areas (water, wastewater treatment and all field operations) within the City Services Department; manages maintenance and smaller construction projects. Works with project management team on bid procedures, proposals, and the contract award and administration process.
- Assists in developing and administering department and division budgets.
- Assures regulatory compliance; ability to interpret and explain Federal, State, and local laws, rules, codes, and regulations; develops, evaluates, and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance.
- Serves as department and City Services representative on boards, committees, and at meetings or at the request of the Executive Director. Serves as liaison for the department to other City departments, elected officials, and outside agencies to coordinate strategies and integrate strategies.
- Oversee document review and approval process including reviewing technical documents such as contracts, agreements, plans, and reports, for accuracy, completeness, and compliance with standards and practices.
- Manages and develops staff; implements goals and strategic plans, training, and policies; assigns tasks and projects; monitors work; evaluates performance; and meets regularly with assigned staff to discuss and resolve workload and technical issues.
- Assists Director in motivating and leading a high-performance leadership team including analyzing workload and human resource needs, interviewing candidates and making hiring decisions, providing orientation and training, planning, delegating, and controlling work assignments, establishing work goals and standards, determining significant changes in responsibilities, communicating and administering personnel programs and procedures, and maintaining discipline.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Performs other duties and assumes other responsibilities as apparent or as delegated.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of environmental, water, sewer and traffic engineering principles, practices and methods, as applicable to the operation of a water utility, advanced wastewater treatment plant and various traffic control devices.
- Knowledge of sustainability, energy conservation and renewable energy.
- Knowledge of civil engineering principles, practices and methods as applicable to a municipal city service setting.
- Thorough knowledge of applicable City policies, laws and regulations affecting department activities.
- Strong understanding of principles and practices of personnel management and supervision, employee training, evaluation, promotion, and discipline.
- Ability to establish and maintain cooperative working relationships with City employees, officials, and representatives from other local, state, and Federal agencies.
- Ability to respond to requests and inquiries from the general public; tactfully and courteously represent the Public Works Department during public contacts.
- Proficient in writing and presenting to groups.

CERTIFICATES, LICENSE, REGISTRATION:

- Valid Driver's License.
- Certified Water/Wastewater Operator is a plus.
- Professional Engineer a plus.

I. EDUCATION, SKILLS AND KNOWLEDGE:

- Bachelor's degree in Biology, Chemistry, Engineering, Environmental Science, Public Administration, or Business Administration with heavy emphasis on Public Works & Utilities. Minimum of ten years managerial experience in public works & utilities with a minimum of five years in an leadership role. Professional Engineer or MPA preferred.
- Ability to obtain and maintain required certifications and training such as Certification in Water and Wastewater Treatment.
- Must be at least 21 years of age.
- Ability to comply with all employer and department hiring requirements, including passage of a drug test.
- Thorough knowledge of Federal, State, and local standards, laws, rules, and regulations, and department administrative policies and procedures.
- Thorough knowledge of budgetary development and administrative processes and ability to manage operations within established limitations and perform mathematical calculations.
- Thorough knowledge of public works planning, water/wastewater treatment as applied to Departmental requirements with ability to develop strategic plans, short- and long-range goals, and objectives.
- Ability to understand road, sidewalk, signage, trash, recycling, maintenance and construction and ability to ensure compliance with state and local standards and regulations.
- Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare related reports.
- Working knowledge of and ability to operate standard office equipment and software, including, but not limited to computer, typewriter, calculator, fax machine, copier, scanner, and telephone.
- Ability to understand, memorize, retain, and carry out written and oral instructions, and complete work activities assigned by the supervisor according to established procedures, standards, and work methods.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, other City departments, regulatory agencies, board members, community groups, legal counsel, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

- Ability to occasionally work weekends, evenings, and extended hours, and respond to emergencies on a 24-hour basis as needed, and travel out of town for meetings/conferences sometimes overnight.
- Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of complex duties which are frequently unique in the circumstances in which they arise and are not susceptible to standard guidelines or rules. Extensive analysis of the impact of decisions is required, and incumbent must frequently interpret precedents and facts to derive new methods and approaches for addressing the problems or circumstances.

III. RESPONSIBILITY:

Incumbent's duties have a significant impact on overall performance of the organization with actions based on interpreting and recommending objectives, programs and operations. Work assignments are generally planned in advance and unusual problems are anticipated in terms of organizational policies. Work is reviewed for attainment of departmental standards and overall contribution to the mission of the DPW & VCU.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, regulatory agencies, board members, community groups, legal counsel, and the public for the purposes of exchanging information, rendering service, overseeing organizational objectives, and solving problems.

Incumbent reports directly to the Executive Director of City Services.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment including sitting for long periods, sitting and walking at will, lifting carrying objects weighing over 50 pounds, pushing/pulling, crouching/kneeling, keyboarding, bending, reaching, driving, speaking clearly, hearing sounds/communication, close/far vision, depth/color perception, and handling/grasping/fingering objects.

Incumbent occasionally works weekends, evenings, and extended hours, occasionally responds to emergencies on a 24-hour basis, and travels out of town for meetings/conferences sometimes overnight.

Please forward resumes to pbusse@valpo.us or call (219) 462-6174, ext. 1351 with any questions.

THIS ORGANIZATION IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE RECOGNIZE VETERAN'S PREFERENCE AS PROVIDED BY LAW AND ARE COMMITTED TO A DRUG FREE WORKPLACE.

THE ORGANIZATION DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

THE CITY IS AN AT-WILL EMPLOYER.