

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Transportation/Public Works Director		
<b>Job Code:</b>	AD1151	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	307	<b>Date Reviewed:</b>	06/26/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	10/21/15

### GENERAL SUMMARY

Assists in planning, directing and managing the activities and operations of the Transportation/Public Works Department including direct management of assigned divisions. Coordinates assigned activities with other departments and outside agencies. Oversees administrative and programmatic activities and special projects and ensures effective planning and prioritization of department services. Provides complex administrative support to the Transportation/Public Works Director.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Provides strategic focus and direction to prioritize and apply resources to beneficial programs and activities; makes decision and provides direction about the use of resources; and promotes the goals and priorities of the City organization.
4. Serves as a member of the Department's senior management team.
5. Conducts field visits and inspections. Ensures compliance to jobsite safety practices and procedures; identifies beneficial revisions to project scope and schedule; and makes adjustments as needed.
6. Evaluates and provides direction to staff concerning ongoing and planned projects and initiatives.

7. Participates in the development and administration of the department's budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary policy and procedures.
8. Provides staff assistance to the Transportation/Public Works Director and other executive level staff as appropriate; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - City policies, procedures, practices and regulations.
  - Budget management practices.
  - Personnel management principles and regulations.
  - Key jobsite safety practices.
  - Software development process.
  - GIS.
  - Engineering principles.
  - Government business principles.
  - National Incident Management System.
  - Transportation and Public Works operations.
  - Principles and practices of program development and administration.
  - Methods and techniques of statistical data collection and analysis.
  - Principles and procedures of financial reporting.
  - Principles and procedures of management systems and reporting.
- **Skill in:**
  - Diplomacy.
  - Collaboration.
  - Long-term focus.
  - Planning and implementation.
  - Identifying trends and key indicators.
  - Prioritizing needs and finding resources.
  - Coaching, mentoring and teambuilding.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Analyze problems, identify alternative solutions and project proposed consequences.
  - Develop and administer goals, objectives and management plans.

- Assist in managing and directing a transportation/public works activities.
- Prioritize goals and objectives.
- Apply overall organizational strategy in making decisions on individual projects/initiatives.
- Provide clear and concise direction.
- Supervise, motivate, evaluate and discipline subordinates.
- Identify beneficial revisions to project scope and schedule.
- View jobsite from the perspective of the public.
- Edit map layer and generate maps.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture, public administration, planning, construction management, or a related field and six years responsible administrative/management experience related to transportation/public works operations and/or planning, with four years of supervisory experience.

## **OTHER REQUIREMENTS**

Possession of an appropriate and valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.