

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE:  
SALARY GRADE: E16  
EFFECTIVE: 5/1/2018**

**ASSISTANT DIRECTOR OF PUBLIC WORKS**

**Definition**

Under general direction of the Director of Public Works, performs responsible administrative and professional engineering functions, in addition to providing supervision and direction to subordinates. Responsible for assuming duties of the Director of Public Works in his/her absence.

**Equipment/Job Location**

This position requires the use of various office equipment including a computer, telephone, copy machine, facsimile machine and tools/equipment relative to the field of engineering. While a majority of the duties are performed within the office, some duties may extend to outdoors.

**Essential Functions of the Job**

1. Supervises all public improvements within the City; including but not limited to roadways, sewers, water mains, traffic control devices and bridges.
2. Supervises the preparation of plans, specifications, cost estimates and contracts for public improvements.
3. Implements, compiles and presents various preliminary plans, studies and reports.
4. Maintains records of public improvements, subdivision plats and other surveys.
5. Provides supervision to Engineering Division employees including assignment of duties and completion of performance appraisals.
6. Responsible for making recommendation to Human Resources for hiring, promotion, discipline and discharges.
7. Assists the Director of Public Works/City Engineer in both short range and long range division and project planning.
8. Performs other duties assigned as related to the position.

**Required Skills and Knowledge**

Requires thorough knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works activities.

## **Assistant Director of Public Works**

### Job Description

Requires thorough knowledge of the methods, materials and equipment used in the construction, repair and maintenance of water utilities, streets, sewers and related public works and service delivery systems.

Requires ability to organize, plan and coordinate the activities of a multi-divisional department.

Requires ability to develop and implement long-range plans and programs.

Requires ability to make decisions on departmental policies and on complex administrative problems and issues.

Requires ability to establish and maintain effective working relationships with other City officials, Department employees, and the general public.

Requires ability to analyze, interpret and draw conclusions from engineering reports, plans, and specifications.

Requires ability to understand and interpret an extensive variety of technical information contained in governing legislation, City ordinances, professional manuals and texts.

Requires a valid driver's license.

### **Qualifications for Hire**

Requires a Bachelor's Degree in Civil Engineering.

Requires at least ten years of management experience in administering public works activities.

Requires registration as a professional engineer in the State of Illinois.