



City of Aurora

JOB DESCRIPTION

TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY ENGINEER

JOB CODE: 272

DEPARTMENT: Public Works

SALARY GRADE: E20

LABOR GROUP/PAY PLAN: Executive Pay Plan

FLSA STATUS: Exempt

LOCATION: City Hall

EFFECTIVE: 3/1/2023

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 their absence including direct oversight of all Public Works divisions and superintendents.

Physical Demands and Equipment

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 or within utility facilities.

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. Assists the director and the Mayor's Office with the development and also has direct oversight of the implementation of the City's Capital Improvement Plan (CIP), which varies from \$60-\$100 million annually.
3. Supervises the preparation of plans, specifications, cost estimates and contracts for all public improvements.
4. Implements, compiles, and presents various preliminary plans, studies, and reports.
5. Maintains records of public improvements, subdivision plats and other surveys.
6. Assists the director with the review and implementation of new private developments within the City.
7. Assists the director with the daily interaction with and guidance of public works superintendents.
8. Provides supervision to Engineering Division employees including assignment of duties and completion of performance appraisals.
9. Responsible for making recommendation to Human Resources for hiring, promotions, discipline, and discharges.

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10. Assists the Director of Public Works/City Engineer in both short and long-range division and project planning.
11. Develops annual operating budget for the Engineering Division and Public Administration Divisions; assists the director and superintendents with the development of their annual operation budgets in excess of \$50 million.
12. Responsible for the implementation of \$120 million Environmental Protection Agency (EPA) mandated Long Term Control Plan (LTCP), to reduce discharge from the City's combined sewer overflows (CSO) in the nation's waterways.
13. Responsible for the implementation of the \$250 million State of Illinois mandated Lead Service Line Replacement Program.
14. Represent the City of Aurora as a member of the Lead Service Line Advisory Board, provide guidance to the Illinois General Assembly for the funding and implementation of the \$10 billion statewide program.
15. Responsible for attending Occupational Safety and Health Administration (OSHA) inspections and implementing corrective actions.
16. Responsible for the management and inspection of safety concerns within the Public Right of Way, including roadside safety, construction zone safety and investigation of causes of infrastructure related injuries.
17. Responsible for the management of all Freedom of Information Act (FOIA) inquiries from the public to the Engineering Division.
18. Responsible for management of all Engineering Division customer service complaints related to public infrastructure and ongoing construction activities.
19. Performs other duties assigned as related to the position.

Required Knowledge and Abilities

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

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- 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.

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.
- Requires a valid driver's license.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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I, _____, acknowledge that I have received a copy of my job description. The description of ASSISTANT DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY ENGINEER describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date