

**CITY OF HARRISONBURG**  
invites applications for the position of:

# Assistant Director of Public Works

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$36.20 - \$41.63	\$2,896.00 - \$3,330.40	\$6,274.67 - \$7,215.87	\$75,296.00 - \$86,590.40

**OPENING DATE:** 02/26/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Do you want to utilize your public service expertise to be an essential member of the City of Harrisonburg's Department of Public Works leadership team? If so, the Assistant Director of Public Works may be the right career opportunity for you!**

The Assistant Director of Public Works is a full-time position with benefits and a preferred hiring range of \$75,296 - \$86,590 annually. The ideal candidate for this position will perform complex professional work that oversees various operations within the Public Works Department. This position requires the availability to be on-call and work non-standard hours, including weekends, as needed.

The Assistant Director of Public Works will:

- Assist in the supervision of the activities of street and traffic maintenance, capital projects planning and construction, environmental and transportation planning, solid waste management, business services and warehouse operation divisions;
- Lead in engineering and design efforts and plan review procedures;
- Manage division safety programs;
- Assist division leaders with more technical aspects of jobs;
- Make field inspections of projects to ascertain status;
- Plan the work for short-term goals for one or more divisions and assist the Director on all issues pertaining to long-term planning of activities, policies, budget, capital improvement, organization and management;
- Initiate budget preparation and other administrative matters;
- Recommend major procedure and policy changes and ensures that appropriate action is taken by subordinates;
- Coordinate work with other departments, private contractors and equipment and supply vendors, including overseeing materials and supply inventories;
- Coordinate department participation in local, state and federal programs, including supervision of grant programs;
- Deal with employee matters, resolve conflicts and problems and perform job and performance evaluations;
- Receive citizen inquiries or complaints and dispatch available information by preparing and utilizing a wide variety of reports and other correspondence methods;
- Assume total responsibilities of the Director in his absence.

**Physical Requirements:** This is a medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree with coursework in civil engineering, business administration, or related field and extensive experience overseeing the work of multiple divisions in a public works setting, or equivalent combination of education and experience. A valid driver's license is required.

The ideal candidate should have:

- Thorough knowledge of:
  - public works administration and operations;
  - budgeting as it relates to the public sector;
  - the practices of municipal public works operations;
  - project planning and design needed for an efficient and effective public works programs;
  - the occupational hazards of the work and necessary safety precautions.
- General knowledge of:
  - personnel practices;
  - the use of construction and site development.
- Ability to:
  - review and analyze plans and specifications for the construction of public facilities;
  - formulate safe operational policies and procedures;
  - maintain records and prepare technical reports;
  - plan, organize and supervise the work of department employees;
  - use courtesy and tact in dealing with the general public;
  - ability to establish and maintain effective working relationships with City officials, other public officials, associates, contractors and the general public.

Successful applicants for this position must complete a criminal background check, drug screen, credit history review and DMV record review.

**SUPPLEMENTAL INFORMATION:**

**Application Requirements:** In order to be considered for this position, applicants must submit the following:

- City of Harrisonburg online employment application;
- Resume;
- Cover letter; and
- Three professional references.

Applicants who are unable to upload the required documents via the online application must email the documents to Human Resources at [employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov).

**Application Deadline:** All candidates must submit a complete City of Harrisonburg online employment application with the documents stated above in order to be considered. Incomplete applications will not be accepted. The position may close at any time after 10 calendar days. (posted 02/26/2019)

***The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave, holidays and more.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.harrisonburgva.gov/employment>

Job #5220 - (Feb 2019)  
ASSISTANT DIRECTOR OF PUBLIC WORKS  
CM

OUR OFFICE IS LOCATED AT:  
409 South Main Street  
Third Floor  
Harrisonburg, VA 22801  
540.432.8920  
540.432.7796  
[employment@harrisonburgva.gov](mailto:employment@harrisonburgva.gov)

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