



## Public Works – Assistant Director of Public Works

The **City of Chesapeake** is seeking an experienced and dynamic leader to serve as the **Assistant Director of Public Works**. The ideal candidate will have a strong background in engineering; significant experience in the delivery and management of large-scale infrastructure projects; the ability to effectively communicate with the City's leadership team; and demonstrated ability to work collaboratively with internal and external customers.

Working under the general guidance and direction of the Public Works Director, the Assistant Director of Public Works will oversee all aspects of engineering, capital project delivery, and environmental quality, and will assist the Director with oversight of the day-to-day operations of the Public Works Department.

### Typical duties include:

- Supervision of staff, including selecting or recommending selection, training, assigning and evaluating work, mentoring, counseling, disciplining, and terminating or recommending termination.
- Administers the City's Capital Improvement Program for the Department to include transportation, stormwater, and new buildings.
- Assists with the preparation of the operating and capital budgets; oversees and approves expenditures; prepares financial forms and reports.
- Advises and assists in developing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives.
- Reviews and approves plans, specifications, designs, reports, and studies; directs, oversees, and coordinates the development and preparation of plans, specifications, and cost estimates for public infrastructure improvement projects.
- Directs studies in a variety of areas and presents reports and recommendations to City officials.
- Provides professional engineering and technical support services to Public Works divisions and City departments.
- Responsible for resolving inquiries, problems, and complaints submitted to the Director's office by Federal and State agency representatives, local officials, customers, and employees.
- Attends or conducts staff, committee, and other professional meetings to exchange information and address and resolve problems/issues.
- Acts as Department Director in Director's absence.
- Performs other related duties as assigned

**VOCATIONAL/EDUCATIONAL REQUIREMENT:** Requires a bachelor's degree in civil engineering or a closely related field. Master's degree preferred. **EXPERIENCE REQUIREMENT:** In addition to satisfying the vocational/education standards, this position requires a minimum of five years of related, full-time equivalent experience. **SPECIAL CERTIFICATIONS AND LICENSES:** Requires a valid driver's license and driving record in compliance with City Driving Standards. Requires Professional Engineer License issued by the Commonwealth of Virginia. **SPECIAL REQUIREMENT:** Employees may be expected to work hours in excess of their normally scheduled hours in response to short-terms department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**PREFERRED QUALIFICATIONS:** Master's Degree in Public Administration, Engineering Management, or a closely related field.

**ADVERTISED SALARY:** \$89,435 - \$118,502; (base salary) Commensurate with Experience

For complete job announcement or to apply, please visit the City of Chesapeake's website:

<https://jobs.cityofchesapeake.net>