



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Assistant Manager – Public Works

Job Code: 401140	
Service Area: Public Services	
Service Unit: Public Works	
Salary Grade (Non-Union): 11	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Public Works Manager	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: Public Works Supervisors, other Public Works staff as assigned	
Description Prepared By C. Hupy and HR Team – 6/2010; M. Maciejewski 2/15; Job title change 8/29/2016; M. Maciejewski 5/2/18/job description update; M. Maciejewski 1/17/19; M. Maciejewski 1/3/2020; P. Matthews 6/10/2024 HR Review – AW, AC 2/19/2015; AW, JC 5/16/2018; AW, JC 1/22/2020; CL, BM 6/10/2024 Legal Review – MR 1/22/2020	

Date Position Description Finalized

6/10/2024

Role Summary

To support the Public Works Manager through general supervision and oversight of the Public Work Unit's 5 work areas which include Forestry, Street Maintenance and Utilities (water distribution, storm and sanitary systems). Partners with Solid Waste collections administration.

Responsible for providing operational direction and technical oversight in accordance with unit policies, procedures and processes, setting goals and objectives. Assist the Public Works Manager in addressing operational needs and managing multiple unit projects and maintaining positive customer relations.

Duties

Duties are performed under the general supervision of the Public Works Manager or designee and may include the following:

Essential Duties

- Takes a leadership role in providing direction to subordinates related to service delivery, customer service, staffing, inventory and equipment
- Provides for supervision, training, evaluation, discipline and corrective action plans of subordinate employees
- Coordination with Public Works management team
- Analyzes and makes improvements to the effectiveness of multiple work areas with respect to technology, training, resources and safety practices
- Ensures effective operation and compliance with all State and Federal Regulations
- Reviews and approves resource allocation and work schedules
- Acts as primary facilitator for supervisors in prioritizing and coordinating resources across the work areas within the unit
- Provides oversight and serves as the liaison between the meter shop and Customer Service Unit.
- Coordinates with Unit Manager and Engineer on water distribution and sanitary and stormwater collection system asset management program efforts. Ensures system maintenance is performed in accordance with asset management goals and asset management plans
- Manages projects of the Unit including, but not limited to:
 - Prepares request for proposals
 - Evaluates proposals and assisting with contractor selection
 - Monitors contractor performance and approves payments to contractors
 - Responsible for managing contracts, agreements and bids, including preparation, negotiations and performance assessments
 - Coordinates with other Units on projects and in capital improvements planning efforts
- Collects information to be used in administrative, fiscal, budgetary and procedural analyses
- Assists with the development, implementation and evaluation of new programs, procedures and methods of operation.
- Reviews budget estimates and assists in the determination of appropriations to be recommended by management

- Reviews expenditures to assure they are within budget guidelines and reviews revenues to assure they are meeting budget targets
- Assists in the preparation and maintenance of the operating and capital budgets and strategic plans
- Plans, organizes, leads and directs the work of staff that is involved in providing the day-to-day operations of the unit as well as financial services support to the Unit
- Sets work priorities, establishes goals and objectives, develops measures to evaluate the performance of staff
- Determines training needs and provides effective training for support staff and Unit
- Fills in for other Assistant Public Works Manager as needed
- Coordinates with the Unit Manager to advance the City's climate action goals

Related Work

- Evaluates and approves plans, specifications, contracts and equipment specifications as they affect operations
- Assists in budget preparation and the monitoring of resource allocations and expenditures
- Coordinates with other City personnel regarding current and future projects and needs
- Assures that safety principles are being followed across work areas and the unit
- Works with the Public Services Safety Manager and Safety Committee on continual oversight and improvement to safety training and practices.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service
- Studies operational problems and recommends changes
- Applies policies and procedures, rules and regulations pertaining to the work and work group
- Addresses and resolves union contract issues
- Provides timely and accurate information for decision-making purposes
- Keeps detailed and accurate records
- Assures the use of progressive and environmentally responsible techniques across work areas and the Unit
- Ensures proper tracking and analyses of equipment, site and unit operation performance
- Serves as the Unit's primary contact with the Fleet Unit for all purchases and equipment
- Performs other duties as assigned

Knowledge of: (position requirements at entry)

- Broad public works background with knowledge of work in two or more of the following: Forestry practices, street maintenance methods and materials, including specific road construction and repair methods; solid waste collection, processing and/or programming; city water distribution; sanitary and storm sewage systems; Environmental management practices and stewardship
- Customer service principles
- Occupational safety principles, practices and precautions
- Employee/labor relations
- Construction principles, methods, techniques and practices for land and structures, including ADA requirements
- OSHA Regulations and Requirements
- General Industrial, Building and Construction Safety Principles and practices
- Broad public works background with knowledge of work in the Right-of-Way (ROW)
- Basic budgeting and financial practices, including procurement
- Safety precautions relating to hazardous substances
- Basic contract laws and regulations
- Computers and software applications used in business settings (e.g. word processing, spreadsheets, presentations)

Skills and Ability to:(position requirements at entry)

- Organize people, information and materials, including planning, assigning and supervising the work of subordinates
- Perform quantitative analyses
- Effectively communicate verbally and in writing with the public regarding citizen complaints or concerns
- Maintain effective, non-partisan working relationships with fellow employees and the public
- Allocate resources, set priorities and make sound operational decisions
- Negotiate and influence
- Estimate resources, techniques, tools, materials and equipment required for projects across work areas of the unit
- Interpret and apply legislation, laws and procedures related to the unit
- Implement operational improvements and monitor progress

Equipment

Computer, standard office equipment, two-way radio, photographic equipment, cell phones, calculators and other miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor's degree from an accredited college or university in Public Administration, General Management or a related field.
- At least 5 years of acceptable operations experience in a public works setting, including at least 3 years of experience in supervision, including work crew scheduling, record keeping, performance evaluations and resolution of personnel problems.
- Experience working in a union environment.

- At least 1 year of experience in using GIS and software systems used for asset management and/or fiscal control.
- The City of Ann Arbor will consider an alternative combination of education and experience

Licensing Requirements (position requirements at entry)
MDEQ S-1 Water Distribution Operator License is preferred

Physical Requirements

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, grasp, lift, talk, see, hear and perform repetitive motions.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. The work may occasionally involve the ability to perform light lifting (up to 20 pounds) and to remain in a sitting position for extended periods of time.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

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