

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Administrator of Public Works

Department: Public Works

Pay Grade: GS.19

Supervision Received From:

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 6/29/07

Revision Dates: 4/1/25;

11/30/23; 10/20/23; 6/25/13

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as Chief of Staff for the Department of Public Works and coordinating actions of the divisions, including Waste Resources, Engineering, Citywide Services and Parks and Facility Maintenance. Duties include overseeing daily activities of the divisions to ensure compliance with applicable laws, ordinances, policies and practices; managing and preparing department operational and capital budgets; monitoring expenditures and adjusting budget requirements as needed; managing departmental personnel actions including hiring, dismissals, disciplinary actions and grievances. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Deputy Administrator, Public Works is the first level of a two-level executive management series in Public Works.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level department staff to include prioritizing and assigning work; setting and monitoring performance standards; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides oversight and directs the implementation of all Public Works division operations and activities which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Manages the preparation and execution of the department's operational and capital budgets; authorizes expenditures; monitors expenditures and makes required budget adjustments and approves a variety of payments, including contractual payments.

Establishes project guidelines for divisions and ensures compliance with established deadlines.

Oversees departmental compliance with applicable ordinances, codes, laws, rules, regulations, standards, policies and procedures.

Reviews and approves departmental personnel actions.

Formulates and implements training initiatives and programs using internal and external resources for maintaining and improving employee skill sets across all personnel groups to enhance employee development, improve work performance and customer service outcomes.

Develops, implements and evaluates sustainability strategies, plans, programs, cost effectiveness and technical feasibility; ensures compliance with policies, standards, regulations and laws.

Researches, evaluates and identifies sustainability practices, partnerships; and reviews regulator, technical or market issues related to sustainability; and makes appropriate recommendations to management.

Performs special tasks and coordinates the completion of special projects as assigned by the Mayor's Office or the Administrator of Public Works. Monitors the timely, appropriate and adequate response to citizen inquiries and complaints by Public Works personnel.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Prepares, reviews, interprets and analyzes a variety of complex and multi-faceted departmental information, data, contracts, plans, work requests, maps, technical publications, manuals, reference materials, forms, schedules, calendars, surveys and reports; evaluates information to determine compliance with standards, detect or assess problems and recommends the best solutions based on findings.

Cultivates and maintains constructive and cooperative working relationships with community groups and other stakeholders; finds the best way to communicate information; explains and interprets the costs and benefits of various public works activities, projects or plans to the affected community groups, stakeholders, media and the public at large.

Responds to requests for information and assistance from employees, outside agencies, the general public and/or other interested parties. Serves as the Administrator in his/her absence.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Engineering, Construction Management or a related field and ten (10) years public works experience, to include budget preparation and progressively responsible supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of managerial and leadership principles and practices; public administration principles and practices; public works engineering principles and practices; property management principles and practices; public relations principles; budgeting principles; contract development, administration and management principles; strategic planning principles; sustainability principles; environmental and natural resources management; conservation; sustainability economics; ecological economics; social organization; alternative fuels; renewal energy; green building; human consumption management; research methods; environmental planning principles; financial management principles; program development and administration principles and practices; procurement principles and practices; project management principles and practices; construction principles and practices; negotiation principles; mathematical concepts; customer service principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; setting and monitoring performance standards; analyzing issues and problems related to operations, services, and management information to direct the development of project plans, develop complex programs, present and obtain consensus on recommendations, processes, goals, and solutions; directing the completion of projects; performing mathematical calculations; in using spreadsheet, word processing and database software to review, analyze, and compile data and reports; implementing public relations; preparing and analyzing reports; reading, comprehending, and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing administrative and operational requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of organizational goals; conducting negotiations; handling multiple tasks simultaneously; directing the development and management of; collaborating with external agencies; and, communication and interpersonal skills as applied to interaction with subordinate employees, coworkers, supervisor, community groups, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.