

# ***City of West Carrollton, Ohio***

***An Equal Opportunity Employer***

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**Position Title: Assistant Service Director**

**Department: Service Department**

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**Employment Status: Full-time**

**FLSA Status: Exempt**



**GENERAL NATURE OF WORK:** The Assistant Service Director is under the administrative direction and reports directly to the Service Director. The Assistant Service Director is primarily responsible for assisting the Service Director in overseeing the administrative, technical, and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Service Department, including Water and Wastewater Services, Refuse Collection, Street Maintenance, Engineering, and Construction Inspection. The Assistant Service Director is a multi-faceted position that requires excellent interpersonal and creative skills.

## **MAJOR JOB DUTIES AND RESPONSIBILITIES:**

1. Assists in planning, scheduling, directing, and performing programs and activities of the Service Department in accordance with professional standards and departmental policy.
2. Assists the Service Director in managing and directing staff, and performs personnel performance evaluations for employees within the span of assigned supervision.
3. Designs or coordinates the design of public works projects (water, wastewater, stormwater, roadways, and bridges).
4. Prepares and reviews cost estimates, specifications, and manages the bidding and inspection process for capital improvement projects to the City's water, sewer, street, refuse, and public infrastructure.
5. Prepares grant funding applications for infrastructure projects.
6. Assists in preparing, recommending, and maintaining Capital Improvement Plans for the Service Department.
7. Assists in the preparation of project budgets and controls expenditures for the annual budget of the Service Department.
8. Performs site plan reviews of private developments within the city.
9. Assists with interviewing, hiring, and managing consultants to assist in the design of public improvement projects.
10. Coordinates public improvement projects with surrounding jurisdictions and utility companies.
11. Investigates and responds to citizen inquiries and complaints.
12. Provides technical advice on engineering problems for city facilities and utilities.
13. Supervises the city's Small Municipal Separate Storm Sewer System (MS4) NPDES permit.
14. Coordinates public improvement projects with utility companies and neighboring jurisdictions.

# ***City of West Carrollton, Ohio***

***An Equal Opportunity Employer***

## ***Assistant Service Director***

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15. Assists with the preparation of reports and, in the absence of the Service Director, presents reports to the City Manager and City Council as necessary to explain proposals, studies, recommendations, and project alternatives.
16. Participates in contract negotiations with the department employee association.
17. Performs other duties as assigned by the Service Director and/or City Manager.

### **SUPERVISORY RESPONSIBILITIES:**

This position is responsible for assisting the Service Director in the planning, organization, work, and direction of the performance and conduct of all employees in the Service Department. Duties include personnel performance evaluations for employees within the span of assigned supervision and general routine supervision when filling in for the Service Director during his absence.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Comprehensive knowledge of city, state, and federal design standards and policies for public works projects.
2. Thorough knowledge of computer systems, GIS mapping, and other relevant office equipment.
3. General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
4. Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
5. Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
6. Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
7. Ability to understand and follow verbal and/or written instructions.
8. Ability to maintain records, prepare reports, and write and speak clearly.
9. Ability to handle confidential information.
10. Good written and oral communication skills.
11. Ability to work under the limited direction of the Service Director.
12. Ability to maintain excellent interpersonal communication skills in the daily performance of required duties.

# ***City of West Carrollton, Ohio***

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## ***Assistant Service Director***

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### **DESIRABLE TRAINING AND EXPERIENCE:**

1. Minimum of five (5) years progressively responsible experience in engineering, public works management, or related fields.
2. Possession of a Professional Engineer's License in the State of Ohio.

### **NECESSARY SPECIAL REQUIREMENTS:**

1. Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
2. Graduation from an accredited college or university with a baccalaureate degree in civil engineering, or other related field; supplemented by considerable progressively responsible experience as a civil engineer; or any combination of training or experience which provides the necessary knowledge, skills, and abilities
3. Knowledge of state and local motor vehicle laws.
4. Knowledge of modern public works management techniques, practices, and principles.
5. Must be in good physical condition, i.e., the ability to meet the Essential Functions of the Position and drug testing as required by the State of Ohio and/or the City of West Carrollton.
6. Ability to work other than normal working hours, including attending City Council meetings as needed.
7. Ability to write clearly, maintain records, and handle confidential information.

### **ESSENTIAL FUNCTIONS OF POSITION:**

The following list of Essential Functions for the above-named position includes activities that must be performed efficiently, effectively, and safely in the execution of daily required tasks.

1. Ability to perform the related job duties and responsibilities of the position of Service Director.
2. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
3. Ability to effectively manipulate hands, fingers, and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
4. Ability to visually define, recognize, evaluate, and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
5. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)

# ***City of West Carrollton, Ohio***

***An Equal Opportunity Employer***

## ***Assistant Service Director***

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6. Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and hilly terrain, on flat surfaces, tile, carpet)
7. Ability to exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment)
8. Ability to exert enough force to move stationary objects towards or away from their former position (pull carts, equipment, push carts, machinery)
9. Ability to apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers)

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

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(Signature of Employee)

(Date)

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(Approving Authority)

(Date)