

## **ASSOCIATE DIRECTOR OF PUBLIC WORKS/OPERATIONS AND MAINTENANCE**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for all operations and maintenance activities of Lafayette Consolidated Government's Public Works Department, which include large vehicle, street, building and drainage maintenance programs. Incumbent works under the general direction of the Director of Public Works and has supervisory responsibilities, through Supervisors and Managers, for a very large census of skilled technicians, mechanics, equipment operators and laborers.

**ILLUSTRATIVE EXAMPLES OF WORK** (NOTE: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.

Organizes, plans and oversees regularly scheduled and emergency street, drainage, facility and fleet maintenance activities. Ensures cost effective, prompt and efficient public service by evaluating efficiency of operations and maintenance activities and initiating changes as necessary. Assigns priorities, reviews allocation of materials and resources, projects costs, resource and time requirements to complete projects, prepares budgets and forecasts as necessary. Oversees, evaluates and participates in automotive and small equipment specification, purchase, allocation, maintenance / repair and eventual disposal, including service station, fuel and parts support services. Oversees, evaluates and participates in facility allocation, building / HVAC maintenance and repair. Supports capital improvements and engineering as necessary. Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of principals and practices of large and diverse municipal automotive fleet and equipment management.

Thorough knowledge of methods and materials of street, bridge and storm drainage construction and maintenance.

Through knowledge of building, facility and HVAC maintenance requirements.

Knowledge of civil engineering and contract administration as related to area of assignment.

Knowledge of geographical layout, location and maintenance characteristics of streets, drainage and facilities within the City / Parish.

Ability to accurately estimate and determine costs, time and resources requirements for operations and maintenance activities.

Ability to form and maintain effective working relationships with employees, elected officials and general public.

Ability to communicate clearly, orally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Completed college in civil, technical or administrative or engineering related field and substantial progressively responsible experience in drainage, fleet, building and street maintenance for a large municipality, or an equivalent combination of education and experience.