



City of College Park, Maryland

Department: Public Works

ASSISTANT DIRECTOR OPERATIONS AND FACILITIES

Effective Date: July 1, 2024

FLSA Status: Exempt

Grade: 118

Job Title ASSISTANT DIRECTOR OPERATIONS AND FACILITIES
Reports To Director of Public Works
Positions Supervised Crew Supervisor

Education and Experience - An equivalent combination of education, training, and experience will be considered.

Education Bachelor's Degree in a related field
Experience 4-5 years of relevant work experience is required.
Certifications & Licensing Commercial Drivers license

ASSISTANT DIRECTOR OPERATIONS AND FACILITIES's role within the big picture of the City's overall success.

Assist with the effectiveness and efficiency of the Department of Public Works programs and activities related to Solid Waste, Streets and Facilities.

ASSISTANT DIRECTOR OPERATIONS AND FACILITIES functions include but are not limited to the following.

- **Administrative Operations:**
 - Assist with payroll processing, including reviewing and approving time cards.
 - Review and approve invoices for vendor payment, ensuring accuracy before sending to the finance department.
 - Assist with the preparation and review the department's budget, compiling data on previous annual expenditures and projecting funding requests for the upcoming year.
- **Supervision and Training:**
 - Plan and coordinate the activities of staff assigned to Solid Waste, Streets, and Facilities Maintenance crews, providing guidance and support in their roles.
 - Provides technical direction and training; reviews and evaluates performance.
 - Assist with filling vacancies and recommend terminations as needed.
- **Performance Evaluation:**
 - Evaluate the performance of direct reports in a timely manner.
 - Provide constructive feedback to improve performance or commend outstanding contributions.
 - Recommend appropriate discipline or rewards based on evaluation results.
- **Project and Contract Management:**
 - Manage building projects and renovations for City-owned facilities, including reviewing contracts and preparing bids.
 - Oversee various programs and projects related to public works, ensuring compliance with goals and objectives.



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- **Communication and Public Relations:**
 - Communicate effectively with elected officials, individuals from diverse cultures, and the public in various situations.
 - Attend public meetings related to operational and facilities issues.
 - Serve as a representative on various City committees as requested.
- **Educational Initiatives:**
 - Draft and review departmental educational information for the public, addressing services provided and environmental issues and activities.
 - Complete required renewal applications and certifications for the department and staff.
- **Customer Interaction:**
 - Respond to resident requests and complaints over the phone and in person, providing information and ensuring customer satisfaction.
- **Problem Solving:**
 - Address problems promptly and reassign work as necessary throughout the day to ensure efficient operations.
 - Respond to resident requests and complaints, providing information and resolving issues over the phone and in person.
- **Snow Removal:**
 - Prepare operational plans and schedules for city-wide snow removal.
 - Assist with snow removal by driving pick-up trucks with snowplows and salt spreaders to clear snow from city streets.
- **Emergency Response**
 - Create emergency reports and schedules, reorganizing activities as needed for enhanced productivity and safety.
 - Act as an essential employee during emergencies, working long shifts, being available on short notice, and potentially remaining on duty longer than regular shifts.
- Contribute to the team effort by performing other related duties as assigned.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- **Public Works Administration:** In-depth knowledge of public works administration, including budgeting, payroll processing, contract management, and project oversight.
- **Solid Waste, Streets, and Facilities Management:** Knowledge of solid waste, street, and facilities management practices, including experience in overseeing citywide operations.
- **Emergency Preparedness:** Understanding of emergency response procedures and the ability to make critical decisions during emergencies and severe weather events.
- **Project Management:** Knowledge and experience in project management, including overseeing building projects, reviewing contracts, and preparing bids for City-owned facilities.

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- Regulatory Compliance: Familiarity with local and state regulations related to public works, building projects, and landscape management, ensuring compliance with codes and standards.
- Payroll Administration: Skill in processing payroll, reviewing time cards, and approving leave requests for non-exempt staff, ensuring accuracy and compliance.
- Budget Preparation: Strong budgeting skills, including the ability to review previous expenditures, project funding needs, and draft line-item budget requests for departmental programs.
- Communication and Public Relations: Excellent communication and interpersonal skills, with the ability to effectively communicate with elected officials, diverse individuals, and the public in various situations.
- Staff Supervision: Skill in evaluating staff performance, filling vacancies, and recommending terminations as needed, providing leadership and support to Crew supervisors.
- Project and Contract Oversight: Proficiency in overseeing building projects, managing contracts, and preparing bids, ensuring the successful completion of public works initiatives.
- Emergency Decision-Making: Ability to work independently and make critical decisions during emergencies, ensuring effective response and coordination of public works activities.
- Coordination and Planning: Strong organizational abilities to plan and coordinate the activities of various crews, programs, and projects within the Solid Waste, Streets, and Facilities Maintenance divisions.
- Educational Initiatives: Ability to draft, review, and communicate departmental educational information, as well as complete required renewal applications and certifications.
- Landscape Planning and Oversight: Capability to plan landscape plantings, oversee maintenance work, and contribute to the aesthetic enhancement of public spaces within the city.
- Community Engagement: Ability to engage with the public, attend public meetings, and represent the department on various City committees, fostering positive relationships with stakeholders.

Equipment and Tools commonly associated with the performance of the functions of this job.

- Computers, Laptops, Smart Devices, Microsoft Office, Vehicle

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work may involve potentially life threatening exposure to extreme temperatures, humidity, noise, chemical/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.
- May occasionally be exposed to uncomfortable temperatures, snow, rain, wind, humidity, noise, chemicals/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.



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- May be required to work in confined spaces.
- May be exposed to fumes or airborne particles.
- May be exposed to biohazards or bloodborne pathogens.

*** Physical Abilities.** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, stand, walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to climb and balance.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors
- Must be able to lift up to 40 pounds.

*The City of College Park, MD, offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.