

ASSOCIATE DIRECTOR OF PUBLIC WORKS/DEVELOPMENT & ENVIRONMENTAL

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Capital Improvements and Environmental Quality Divisions of the Lafayette Consolidated Government, which includes a substantial capital budget, project administration, engineering, rights-of-way as well as local, state and federal environmental regulatory compliance and solid waste reduction. Incumbent reports to the Director of Public Works, and has supervisory responsibility for a professional, technical, supervisory and managerial staff.

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.)

Prepares, reviews, analyses, reports on schedules of construction of street, drainage, bridge and related non-utility capital projects. Reviews financial aspects of projects and programs, from planning through implementation. Initiates actions to remain within financial restraints. Reviews, evaluates and takes actions on programs / projects regarding consistency with overall goals and strategy. Monitors progress, resolves problems and expedites completion of large public projects. Conducts, attends, participates in, pre-design conferences, plan-in-hand inspections, plan review meetings, staff meetings; develops and assures compliance with local government policy. Reviews, oversees and evaluates non-utility environmental compliance programs, services and enforcement. Prepares, justifies and administers capital and operating budgets of Capital Improvements and Environmental Divisions. Interviews prospective employees, recommends hires, promotions; trains, evaluates and initiates personnel actions as required. Performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK

Thorough knowledge of fiscal and legal environment of local government non-utility capital improvements administration and development review.

Thorough knowledge of contractor and engineering practices as necessary to effectively administer, oversee and expedite capital improvements.

Thorough knowledge of bond covenants, state and local laws affecting bidding, contracts and dispute resolution as applicable.

Knowledge of federal, state and local environmental legislation and regulation, as effecting non-utility regulatory compliance.

Knowledge of testing, control, analyses and reporting requirements of applicable environmental regulation.

Knowledge of laws regulating rights-of-way acquisition, appraisal and relocation.

Ability analyze and project needs for capital projects, to estimate costs, to estimate requirements in time and resources.

Ability to form effective working relationships with public, contractors, consultants and elected officials.

Ability to communicate clearly, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Completed Bachelor's degree in Civil Engineering or a field related to public works administration, supplemented by substantial prior professional experience administering a major municipal Capital Improvements Program.