


JOB DESCRIPTION

Assistant to Construction & Utility Manager

Date of Last Revision: January, 2021

 WESTERY Rhode Island	DEPARTMENT	Public Works		
	REPORTS TO	Director of Public Works		
	FLSA STATUS	Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Assistant Director of Public Works - Utilities, Assistant to Construction & Utility Manager is responsible for the management and assignment of utility staff and the inspection of outside contracted work on the Town's infrastructure.

ESSENTIAL JOB FUNCTIONS

- Directs, manages, leads, coordinates, trains and mentors departmental staff.
- Ensures compliance with and educates on all applicable federal, state and Town laws, ordinances and regulations.
- Conduct construction inspections by inspecting field work of outside contractors and collects as built data of projects and records data into town records.
- Answers calls from customers asking for information about water and sewer systems.
- Collects material lists and as built drawings of assigned daily jobs.
- Enter data into town records.
- Maintains drawings for filing and brings outdated records up to date with current information.
- Researches new technology that assists with daily operations.
- Makes timely and cost-effective decisions on job sites when problems arise.
- Locates water leaks and sewer problems and addresses them.
- Manages emergency situations by redirecting the work of the crews.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, committee and council meetings as required.
- Follow-up on all unresolved issues or complaints and determine a viable solution.
- Acts as Superintendent in their absence.
- Assists maintenance department on dig safe tickets.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, regulations and procedures of construction and utility maintenance.
- Public works and construction management.
- Town codes and ordinances.
- Public works construction materials and practices including those for potable, sewer and reclaimed water improvements.
- Construction cost estimating.

SKILLS in:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Read plans, understand regulations, and determine whether plans are regulatorily compliant.
- Calculate pipe size requirements, use survey data to estimate area, develop quantity estimates, interpret bridge inspection reports.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Be part of a 24 hour bi-weekly management call team.
- Work hours beyond the regularly scheduled work day when needed.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent.
- Minimum of five (5) years of experience in construction management and utilities maintenance.
- Minimum of two (2) years of supervisory experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license
- Certification as a Certified Construction Manager by the Construction Management Association of America (CMAA) is highly preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *involving:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate equipment.

- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to eighty (80) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.