



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PUBLIC WORKS SPECIALIST

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1410

PAY RANGE CODE: [9.2 MC](#) REVISION DATE: 1/25/18

NATURE OF WORK:

This is administrative work in the operation of a division of the Public Works Department. Work includes performing specialized duties relating to the operations of programs of the assigned division. Incumbents work with considerable independence; however, general supervision is received from an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Answers questions from the public regarding department and division operations and prepares responses to written requests; explains procedures and existing programs.

Responds to initiatives from property owners or the Public Works Director regarding street neighborhood roadway or sewer improvement districts; determines ownership of property in the area; and coordinates with the engineering team, Law Department, and the City Clerk in the preparation of information requests or appropriate ordinances and resolutions for approval of a district, if warranted.

Responds to initiatives from property owners or the Planning Board regarding vacating City rights-of-way; obtains departmental approval; refers the matter to the Planning Board; coordinates related fees; and prepares ordinances to change a right-of-way from public to private use.

Prepares materials for department staff and City Law staff involved with city committees that deal with Public Works issues; attends or presents information to such committees as needed.

Prepares and maintains files relating to right-of-way projects; assists in document preparation and file review in conformance to the Uniform Act; coordinates meetings with property owners in association with City staff; and coordinates with the engineering and record retention teams to ensure proper record retention on right-of-way cases or inquiries.

Reviews requests and prepares corresponding documents for the creation of Professional Services Agreements, Development Agreements, or Construction or Service contract documents; routes for appropriate internal approvals; and provides for third party execution.

Reviews requests and prepares corresponding documents for the advertisement and competitive bid of construction contracts or for specialized service or equipment contracts not handled by the Purchasing department.

Prepares ordinances and/or resolutions to process authorization of procurements, inter-local agreements, or concurrences of state/federal procurements through the City Council; obtains approvals from appropriate City Departments; and scans/distributes documents as required for processing and record retention.

Participates in the preparation of educational materials and maintains an inventory of materials.

Assists in the organization of public meetings held by the department regarding public improvement issues, programs, or projects; attends informational meetings; maintains records regarding action items; and coordinates with designated city officials regarding release of public documents related to the meeting topic.

Updates and maintains files for departmental record keeping, compiles divisional leave usage as requested by specific divisions, and assists in the preparation of various personnel actions.

Researches historical records and council documents to assist staff members in presenting data and information for projects and programs; gathers, compiles and computes data; prepares and types reports from data obtained.

Researches historical documentation and assists City Law department in the assessment and monitoring of sewer back-up claims.

Prepares requests for training, travel authorization, and seminar registration; and advises managers on department budgetary travel guidelines and City travel policies.

Participates in field investigative work regarding solid waste contracts and recycling programs, e.g., obtaining damage claim information and assessing recycling participation; updates and maintains damage complaints regarding solid waste contractor(s) and other records as required.

Participates in field investigative work and other research required for the execution or maintenance of Parking Division leases or technical applications, and responds to public inquiries regarding parking-related leases or parking related right-of-way issues.

Facilitates the change of grade process on public improvement projects, prepares and processes contracts, obtains approval signatures, schedules meetings with property owners and real estate appraisers, ensures committee reports are filed, notifies owners of damage awards, and prepares council documents.

Prepares notices of violations, tracks compliance, and prepares invoices for repair work conducted by the City.

Utilizes work order software to prepare plans of assessment for the City Board of Equalization for assessments due to violation repairs; appears at Board of Equalization meetings, notes changes made and prepares documents for City Council approval and Douglas County Treasurer's levy.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English, spelling, and arithmetic.

Knowledge of general office procedures, standard clerical techniques, and office equipment.

Knowledge of municipal government organization and operations, City laws, and regulations.

Knowledge of public improvement ordinances, the interpretation, and implementation procedure.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to maintain sensitive records and execute essential functions with discretion.

Ability to establish and perform work patterns and priorities with minimal direction.

Ability to learn the methodology required to perform the duties of the job assigned.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to communicate to respond to inquiries from the public and to address groups.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 51 to 75% of the time; to stand and walk 26 to 50% of the time; and reach, balance, bend, stoop, squat, crouch, push, and pull up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time and weighing up to ten (10) pounds from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

One (1) year of experience in Public Works Administration procedures and techniques

OR

Associate's degree

AND

Five (5) of experience in Public Works Administration procedures and techniques

OR

Eight (8) years of experience in Public Works Administration procedures and techniques and/or in an office supervisory/management capacity.

SPECIAL QUALIFICATIONS

Must be able to provide one's own transportation unless a vehicle is provided.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal levels of dust, odors, and fumes, but amid moderate noise levels.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Copier
Calculator

Printer
Scanner

Previous Revision Date(s): 4/29/93
10/25/01
9/29/11