



CITY OF OMAHA

CLASS SPECIFICATION

CLASSIFICATION TITLE: PUBLIC WORKS SPECIALIST II

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1420

PAY RANGE CODE: [12.2 MC](#) REVISION DATE: 1/25/18

NATURE OF WORK:

This is supervisory, technical, and administrative work in the coordination and operations of one of the divisions of the Public Works Department. Work includes responsibility for providing professional supervision and coordination for the operation of the programs of the assigned division, including regular utilization of electronic applications and technical resources. An employee in this classification exercises considerable independence in the performance of duties, may perform limited supervisory duties related to contract administration, and receives general guidance from a 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.)*

Assists Division Manager(s) in the hiring and scheduling of staff within divisional programs. Oversees day-to-day coordination of activities, completes or assists supervisors in the completion of staff evaluations, sets or assists in setting divisional and/or program goals, and maintains program records at the Division level.

Coordinates with General Services Division Manager on communication/outreach strategies for the various departmental functions; serves as a member of the Departmental and/or City Public Participation Resource team; and oversees day-to-day messaging and coordination through social media, website, and other media outlets as directed.

Participates in the development and preparation of educational materials and maintains an inventory of materials. Assists in development and implementation of educational outreach programming.

Leads the tracking and the organization of Departmental public meetings regarding public improvement issues, programs, or projects; serves as public participation coordinator in conjunction with the Public participation/project management teams; attends meetings and assists in implementation of public participation plan.

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 neighborhood roadway or sewer improvement districts; determines ownership of property in the

area; and coordinates with the engineering team, Law Department, and 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 the members of the City Council Street Vacation Committee, City Law staff, and necessary Departmental staff involved, if required. Attends and/or presents case to Street Vacation Committee, if required. Provides assistance and/or implements public outreach or specialized communication regarding vacation of right-of-way, if required.

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.

Assists right-of-way team regarding public outreach and/or coordination of stakeholder meetings.

Responds to requests from property owners and others regarding graffiti abatement, creates and processes work orders, scouts locations where graffiti appear, and coordinates removal efforts.

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. Provides for final review of said documents and works to ensure compliance with applicable requirements, standards, and submission deadlines.

Maintains documentation of creation and retention of materials created by the Division; coordinates with project managers to ensure documentation standards are consistently met; participates in the review and implementation of updates to templates, standard items, standard plates, and other guidance documentation of the 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. Assists Division Manager in coordinating the flow of documentation through the approval process, in managing information requests/corrections of documentation with third party providers, and in managing document execution within established timelines.

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

Researches, completes, or assists in the completion of grant applications; tracks expenditures in accordance with grant terms; directs staff in the utilization of grant funds; and compiles and computes data for required grant reporting.

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 the 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.

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 or assists in the preparation of plans of assessment utilizing benefit district curves or other individualized mathematical methods of calculating assessment. Appears at the Board of Equalization meeting, notes changes made and prepares documents for City Council approval and Douglas County Treasurer's levy.

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; 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.

Oversees the preparation and maintains status reports on Parking Division contracts and projects.

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:

Proficient in business English, spelling, and arithmetic.

Knowledge of or ability to learn advanced mathematical principles such as assigning value from a curve, formulating algebraic calculations, percentage values, etc.

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

Two (2) years of experience in Public Works Administration procedures and techniques, one (1) year of which must have been in a supervisory capacity.

SPECIAL OUALIFICATIONS

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):