



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ASSISTANT DIRECTOR-TRANSPORTATION SERVICES

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4151

PAY RANGE CODE: 32 AEC

REVISION DATE: 9/20/16

### **NATURE OF WORK:**

This is professional engineering and administrative work in the direction of all phases of transportation services operations within the Public Works Department. Supervision is exercised over employees engaged in the design, development, and management of public works programs in design engineering, construction engineering, traffic engineering, street maintenance, general services, fleet maintenance, and parking management. Work is performed with considerable independence, with general direction received from the Department Director; the incumbent may manage the department in the absence of the Director.

**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.)*

Reviews the status of general operating and capital improvement funds and bond issues, evaluates project needs, and establishes priorities among projects in order to utilize limited funds to the greatest effectiveness.

Directs and coordinates the work of subordinates engaged in the investigation, funding, development, design, and construction of transportation related Public Works projects.

Organizes and oversees the activities of subordinates engaged in supervising the maintenance of official City of Omaha maps, establishment of official property, street lines and grades, decisions on all street closings and openings, and determinations on permit requests.

Plans and writes the annual budget for the transportation services operations; reviews and evaluates budgetary plans and needs.

Recommends the hiring, disciplining, and termination of subordinate employees.

Communicates with governmental agencies, contractors, special interest groups, and the general public regarding transportation services projects, provides technical engineering advice, and makes engineering recommendations relative to engineering factors and issues.

Oversees the direction and operation of programs in the areas of capital improvements, snow removal, and street resurfacing.

Plans projects, develops short and long-range goals, prepares schedules, sets deadlines, and oversees project completion and finalization.

Reviews and evaluates reports prepared by subordinates for content prior to submission to the Director, agencies, or governmental jurisdictions.

Reviews plans and specifications for construction contracts for accuracy and compliance with general specifications of the city.

Makes presentations before the City Council and other groups.

Serves on or chairs various committees and boards relating to the functions of transportation services; serves as department head in the absence of the Director as needed.

Evaluates alternative methods to construct or rehabilitate by identifying problems, seeking and evaluating solutions, weighing costs and benefits, and drawing conclusions as to which method is most appropriate.

Evaluates current policies, practices, and procedures and initiates changes needed to improve operations.

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 or the ability to learn and apply federal and state regulations and City ordinances relating to the development and construction of public improvement projects.

Knowledge of the principles and practices of municipal engineering as applied to transportation services.

Knowledge of construction and maintenance methods, materials, and equipment used in the completion of transportation-related Public Works programs and projects.

Knowledge of safety factors and the proper procedures to utilize for protection of employee health and welfare.

Knowledge of the principles involved in budget preparation, estimate writing, and report writing.

Knowledge of the principles and techniques of effective management and their application.

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 organize, direct, and maintain control over extensive engineering, maintenance, and construction programs and projects.

Ability to coordinate the activities of various divisions for the efficient utilization of personnel, equipment, and facilities.

Ability to independently make sound decisions and judgments having significant long-term consequences.

Ability to supervise employees including recommending the hiring, discipline, and termination of subordinates.

Ability to communicate effectively with governmental agencies, contractors, and members of the general public.

Ability to preside at meetings and effectively present information to elected officials, governmental entities, private agencies, members of the media, and representatives of the public.

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

Ability to understand oral ~~and~~ or written instructions.

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

Ability to sit, stand, and walk from 26 to 50% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% 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 in civil engineering or related engineering field

AND

Five (5) years of experience supervising employees and planning and directing public works engineering, maintenance, or construction activities relating to transportation.

**SPECIAL REQUIREMENTS:**

Must possess and maintain a valid class 'O' motor vehicle operator's license.

Must become registered as a Professional Engineer with the State of Nebraska prior to the end of the probationary employment period.

**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 primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**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  
Printer

Previous Revision Date(s):

6/24/93

2/1/05

8/29/13