



City of Irving Job Description
Assistant City Manager - Public Works &
Infrastructure

FLSA Status:	EXEMPT	Job Department:	City Manager's Office
Job Code:	01121	Reports To (Job Title):	Deputy City Manager

PURPOSE

This position reports directly to the Deputy City Manager and/or City Manager and oversees direction of Water Utilities, Traffic and Transportation, Capital Improvement Program (CIP), and Solid Waste Services. These departments include public works administration, warehouse, and environmental programs for the city. This position also negotiates and monitors the city's energy contract, oversees grant funding, state/federal legislative issues related to transportation/ infrastructure and water policy, along with the city's contract management system and performance auditing function. Further, this role oversees regional transportation and infrastructure projects and water development initiatives, and represents the city's interests before external agencies (including TxDOT, DART, USDOT , Regional Transportation Council, Upper Trinity Regional Water District) regarding Transportation and Water Issues, which include working directly with local, state and federal elected officials on project delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage and provide oversight of Water Utilities Department including budget approval, personnel management, and water development initiatives
- Manage and provide oversight of Traffic and Transportation Department including budget approval, personnel management and regional transportation projects
- Oversee the Public Works Administration Division.
- Negotiate and monitor the city's energy contract.
- Oversee the city's contract management system and the performance auditing function.
- Oversee grant funding for transportation/infrastructure and water projects.
- Oversee the management of the city's federal public policy consulting contracts.

OTHER DUTIES AND RESPONSIBILITIES

- Represent the City of Irving before external agencies (TxDOT, DART, USDOT, RTC, Upper Trinity River Authority) regarding Transportation and Water issues including working directly with local, state and federal elected officials on project funding and delivery.
- Participate in policy strategies to enhance external funding of infrastructure projects and to provide for long-term infrastructure needs within the City of Irving.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include over 200 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Management of budgets over multiple departments totaling over \$150 million annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university.

EXPERIENCE

- At least ten (10) years of supervisory experience at the executive level.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license

KNOWLEDGE OF

- Budgeting and Accounting: Budgeting and accounting principles and practices, and the analysis and reporting of financial data.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Personnel & Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Negotiation: Bringing others together and trying to reconcile differences.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Must interact with high-level executives from outside the city.

EQUIPMENT AND PROPERTY

Ability to understand highly varied equipment from Public Works, CIP, Water Utilities, Solid Waste Services, which includes field equipment and fleet vehicles. Ability to understand property and facility management, ROW acquisition and methods of securing property.

PHYSICAL DEMANDS

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.*

The employee constantly is required to drive a vehicle, listen, see, and/or sit. Frequently, s/he is required to stand, talk, and/or walk. S/he occasionally is required to balance, carry, climb, grasp, handle, feel, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment and noise. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.