

ASSISTANT PUBLIC WORKS DIRECTOR

Public Works | Administration



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Assistant Public Works Director supports the Director of Public Works by providing engineering and technical guidance across all divisions of the department. Responsibilities include assisting in capital project management, such as preparing plans and specifications, coordinating with consultants, and overseeing construction activities.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

Must be willing to work extra hours as required to meet departmental workload.

LOCATION

Public Works – North Campus

REPORTS TO

Public Works Director

PHYSICAL DEMANDS

Lift up to 50 lbs. (Medium)

WORK ENVIRONMENT

Frequent interactions with contractors, state, local, and federal agencies, government employees and the general public.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Professional Engineer License in the State of Louisiana

Valid Louisiana driver's license

In this role, the Assistant Public Works Director is responsible implementing asset management programs, including Pavement Management and Bridge Inspection Programs, and ensuring compliance with engineering submissions and drainage regulations.

The Assistant Public Works Director also supports the Terrebonne Parish Regional Planning Commission and collaborates with state and federal agencies on flood control efforts.

The ideal candidate must be a licensed Professional Engineer in Louisiana with strong technical, communication, and analytical skills, and the ability to manage projects and work collaboratively across divisions.

JOB DUTIES

- Directs Engineering Division in Capital Project Management which includes preparation of plans and specifications, the coordination and monitoring of consultant licensed engineers, the monitoring of construction activities and the checking related activities and invoices.
- Assists Public Works Director with creating and implementing divisional asset management plans and programs, such as a Pavement Management Plan and Bridge Inspection Program.
- Provides technical services to the Terrebonne Parish Regional Planning Commission which includes the checking of engineering submissions and constructed subdivisions for compliance with Planning Commission Regulations.
- Assists Public Works Director in planning and coordinating with Federal and State agencies for TPCG flood control activities.
- Review engineering submissions for compliance with drainage requirements of the TPCG Building Permit ordinances.
- Assist all Public Works Divisions with servitude and right-of-way research and verification.
- Perform all other responsibilities deemed necessary by the Public Works Director.

ASSISTANT PUBLIC WORKS DIRECTOR *Continued from previous page.*

SKILLS AND QUALIFICATIONS

- **Engineering Skills:** A strong foundation in civil engineering principles, especially in areas like project management, construction, drainage systems, and infrastructure planning. The ability to interpret civil engineering and field survey drawings is essential.
- **Project Management:** Strong project management skills to assist in the planning, coordination, and execution of capital projects, including preparation of specifications, monitoring construction, and managing project timelines and budgets.
- **Time Management:** The ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines, especially during busy periods or emergencies.
- **Analytical Skills:** Ability to analyze complex engineering issues, develop solutions, and provide technical guidance to ensure that projects meet necessary standards and regulations. This includes ensuring compliance with drainage and other regulatory requirements. A keen eye for detail is needed to ensure that all engineering work meets specifications and regulatory requirements. Accuracy is crucial when reviewing plans, invoices, and ensuring compliance.
- **Communication Skills:** Strong verbal and written communication skills are required to collaborate with internal teams, consultants, federal and state agencies, and the public. The ability to clearly present technical information and provide direction is essential.
- **Organizational Skills:** Must be capable of maintaining order in a fast-paced environment, providing clear direction and guidance to those you manage for objective success.
- **Technical Skills:** Knowledge of computer-aided drafting (CAD) tools, engineering software, and the ability to read and interpret civil engineering and field survey drawings. Familiarity with survey instruments and other technical tools is beneficial for accurate planning and reporting. Must be proficient in Microsoft Word and Excel, as well as basic office machines.
- **Qualifications:**
 - Bachelor's degree in Civil Engineering or related field of study from an accredited university.
 - Seven (7) years of experience in civil engineering or related field.
 - Minimum of two (2) years of experience at a supervisory level.

