

ASSISTANT PUBLIC WORKS DIRECTOR

Public Works | Administration



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Assistant Public Works Director is responsible for supporting the Public Works Director in the overall direction, planning, coordination, and administration of a wide range of public works services and infrastructure systems.

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

Combination of office and field settings, with occasional exposure to outdoor conditions, construction sites, and emergency response situations.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent is required to ensure the effective delivery of critical services including infrastructure maintenance, streets and bridges, wastewater systems, stormwater management, fleet services, public facilities, animal shelter operations, and transit systems.

The Assistant Public Works Director position demands a strategic thinker with the technical knowledge to support infrastructure planning and development, the leadership skills to manage diverse teams, and the professionalism to engage effectively with the public, elected officials, and interdepartmental partners.

The Assistant Public Works Director must be committed to operational excellence, fiscal responsibility, innovation, and maintaining high standards of public service.

JOB DUTIES

- Support the Public Works Director in overseeing the planning, coordination, and administration of all public works operations, including street and bridge maintenance, wastewater systems, stormwater management, fleet services, public facilities, transit, and animal shelter operations.
- Ensure all services and operations comply with applicable local, state, and federal laws, regulations, and standards.
- Assist in the development and management of the department's operating and capital improvement budgets; monitor expenditures, project timelines, and contractor performance to ensure fiscal responsibility and project delivery.
- Provide leadership in the planning and execution of capital improvement projects, including roadway construction, drainage systems, sewer infrastructure, and other public assets.
- Contribute to the formulation of departmental goals, policies, and strategic plans; support initiatives that promote infrastructure sustainability and efficient service delivery.
- Supervise and mentor division managers, engineers, technicians, and field personnel; participate in recruitment, training, and performance evaluations to ensure a capable and compliant workforce.
- Promote and enforce workplace safety standards and ensure adherence to employment laws and internal policies.
- Facilitate collaboration with other parish departments and external agencies to coordinate services, share resources, and support mutual objectives.
- Respond to public inquiries, service requests, and complaints with professionalism and transparency; provide accurate information and ensure follow-up as appropriate.
- Represent the Public Works Department in public meetings, community engagements, and with elected officials, as delegated.
- Assist in the development and implementation of emergency response and disaster recovery plans; participate in emergency operations and support critical incident response efforts.
- Perform all other responsibilities deemed necessary by Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to lead multidisciplinary teams with integrity, foster a culture of accountability and collaboration, and guide staff toward achieving strategic departmental goals.
- **Budget Skills:** Possesses strong financial acumen with experience in developing, managing, and monitoring complex operating and capital budgets to ensure responsible use of public funds.
- **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:** Ability to manage multiple priorities and deadlines in a dynamic environment, with a focus on efficiency, responsiveness, and timely service delivery.
- **Analytical Skills:** Applies critical thinking and data-driven analysis to evaluate operational challenges, develop practical solutions, and support evidence-based decision-making.
- **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 structured processes and workflows to ensure operational continuity, clarity in team roles, and alignment of activities with department objectives.
- **Technical Skills:** Demonstrates comprehensive knowledge of the design, maintenance, and operation of public works systems including transportation infrastructure, wastewater and drainage systems, facilities, fleet, transit, and related regulatory requirements. Must be proficient in Microsoft Word and Excel, as well as basic office machines.
- **Qualifications:**
 - Bachelor's degree or higher in management, leadership or related field of study from an accredited university.
 - Minimum of ten (10) years of supervisory experience, including at least of two (2) years of experience in a Public Works supervisory role.

