



City of Phoenix

Employment Opportunity *Assistant Public Works Director*

phoenix.gov/jobs

ABOUT THIS POSITION

The fundamental reason this classification exists is to direct a major functional area of the Public Works Department and manage highly complex and multi-disciplinary activities. The Department provides support to city departments and service delivery to Phoenix residents. Department resources include operating and CIP budgets exceeding \$267M annually, and over 1,000 employees. Internal support functions include fleet services, facilities and energy management, and alarm services for a majority of city departments. The Department's external service delivery includes solid waste collection service, which consists of contained and uncontained collections, landfill and transfer station operations, and recycling; and government and community relations.

The incumbent exercises considerable independence in working with division heads, managers of other City departments, as well as external stakeholders on problems relating to Public Works activities. Work involves representing all major program areas of the department in liaison activities and to coordinate special projects across divisions. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Supervision is exercised over Deputy Public Works Directors and other managerial and administrative staff. Work is performed under the general direction of the Public Works Director, and performance is evaluated through reports and conferences.

Currently there is one vacancy in the Public Works Department. Division assignment for the Assistant Director is subject to rotation and may vary based on organizational need and technical expertise of selected candidate.

RECRUITMENT DATES

First review of applications will occur the week ending January 11, 2019. Recruitment may close when we have received a sufficient number of qualified applications.

SALARY

Up to \$156,125 annually. Salary commensurate with experience and qualifications. The City contributes 8.5% of salary into 457/401(a) plans with no matching required. \$5,220/annual car allowance and \$1,200/annual cell phone allowance.

A comprehensive Executive benefits package is offered which includes:

A traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 11.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit: [Executive Benefits](#)

QUALIFICATIONS – Desired qualifications include a minimum of:

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

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Call: (602) 495-5700 TTY: (602) 261-8687



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- Five years of professional-level experience in facilities management, equipment/ fleet maintenance, solid waste services, civil engineering, or administrative services.
- Three years supervising professional and administrative staff.
- Bachelor's degree in business or public administration, engineering, or a related field.
- An equivalent combination of related experience and education may be considered.
- Experience working with outside agencies, public/private partnerships, and inter-departmental coordination.
- Experience working with executive teams and elected officials.
- Experience working with diverse employee groups, labor unions and/or employee organizations to resolve employee issues and working conditions.
- The City job description can be found [here](#).
- In general, City of Phoenix residency is required within 24 months after the date of hire for newly hired executives, however exceptions apply for current employees. For more details, visit: <https://www.phoenix.gov/hr/who-apply/residency>.

Selection for position will be made following a resume screening and interview process of the highest qualified candidates.

HOW TO APPLY

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list.

During the online application process, please be advised that you will need to provide responses to the following open-ended questions (the system allows copying/pasting into the answer fields):

- List related job titles and employers of current/previous jobs.
- List your highest level of education including any degree/major obtained.
- List the total number of staff you supervise, counting all staff formally under your span of control (both direct and indirect under your chain of command).
- In approximately 100 words or fewer, indicate your years of experience in labor or employee relations, including your job title, the types of employee groups you worked with, and your role in employee relations.
- In approximately 100 words or fewer, indicate your experience managing large budgets/administrative services, field operations, equipment operation, and/or solid waste collection.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

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- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

REFERENCE

Assistant Public Works Dir, JC: 74820, ID# 29728, 12/3/18, 6m, PO, Benefits: Executive

City of Phoenix employees commit to Work Smart, Be Kind, Spend Wisely.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.