

City of Salisbury, MD

Classification Description

Classification Title: Assistant Director

Grade: M7

Department: Field Operations

FLSA Status: E

Date: 02/20/2025

Position Profile: Under the direction of the Director of Field Operations, the Assistant Director will oversee the City's fleet replacement program, WEX Fuel Card management, surplus operations, and the City's Energy Management Program. This role involves assisting in the development of budgets and the Capital Improvement Plan. Additionally, the Assistant Director will supervise the Fleet Maintenance Division, General Services Division, Parking Division, and Logistics Coordinator.

Duties and Responsibilities

Administration/Project Management: Initiates and manages projects to completion. Delegates tasks and responsibilities effectively. Holds team accountable for actions and provides support when necessary.

- Define and implement asset management policy, process and procedures for field operations.
- Supervise and effectively delegate fleet maintenance, parking and general service operations.
- Effectively manage the City's Energy Management Plan and contract.
- Mobilizes and deploys teams in response to emergency situations, including weather related events.
- Performs other duties as assigned.

Skills Proficiency/Strategic Planning: Ability to develop and adapt skills and processes to complete assignments.

- Provides expertise and leadership delivering a risk-based infrastructure asset management program consistent with goals and objectives of the City.
- Analyze and prepare asset management plans, including creating asset lists, assessing asset condition, evaluating business risks, calculating life cycle costs, and developing cost-effective maintenance strategies.
- Coordinates with GIS for updates of maps. This includes the production of maps in the GIS environment for parks, streets, storm drains, traffic and other facilities reflecting existing conditions, projected decline of facilities, and remaining life.
- Displays thorough knowledge of City's policies and procedures.
- Keeps abreast of new processes and equipment by reading articles, directives, briefs, legislation, etc. and attending relevant meetings and trainings.

Leadership/Team Leader: Leverages the strengths of others to achieve common goals and position team for growth and stability.

- Manages, leads, and assists subordinate supervisors in the Fleet Maintenance, Parking and General Service divisions.
- Oversees and inspects infrastructure; visits work sites to monitor progress and quality of work performed, provides direction, and assists in resolving problems encountered in the field.
- Establishes performance expectations and evaluates divisional and individual performance and effectiveness.
- Establish and ensure adherence to safety standards.
- Collaborates with internal and external groups to ensure that city assets meet the needs and expectations of the administration and city residents.

Stewardship/Financial: Improves work methods, procedures and team dynamics to increase productivity.

- Develop annual division work plan and budget.
- Monitor and track financial activities and prioritize and re-prioritize activities within the division budget.
- Prepares bid documents and specifications for vehicles, supplies, building improvements, capital projects, maintenance projects and equipment purchases.
- Maintains inventory of materials and supplies, and orders as needed.

Development/Leadership Development: Participate and provide opportunities to engage in professional development.

- Provide and coordinate training for division staff to engage in professional development, career advancement and other City initiatives that will help recruit and retain staff, improve inter- and intra-departmental relations and increase the department's effectiveness and efficiency in serving the general public;
- Work on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree from an accredited college or university in Engineering, Construction Technology, Planning, or similar field, preferred.

- One year of related experience required. Three years preferred.
- Five years of related experience may be substituted for degree.

Certificates, Licenses, Registrations, and Skills

- Valid Driver's License

Physical Requirements

Work requires no unusual demand of physical effort.

The work involves everyday risks or discomforts which require normal safety precautions, e.g., working around moving parts, machines or chemicals, etc. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.