



Town of New Carlisle

Job Title: Assistant Public Works Director **Status:** Full-Time, Non-Exempt
Department: Public Works **Work Schedule:** M-F 8:00 AM – 4:30 PM,
Reports to: Public Works Director

Primary Job Purpose:

This position is very broad and multi-faceted. It provides the opportunity to observe and engage in all the technical workings of our Town by working closely with, and answering to, the Public Works Director. It also provides opportunities to promote the Town and work toward future visions for New Carlisle by recommending revisions to zoning, subdivision and building ordinances as needed, and identifying issues affecting land use, public utilities, community facilities and housing and transportation and recommending measures to control and guide community development and renewal. All performance must be within the State of Indiana Statutes and Laws and carry out the New Carlisle Town Council's initiatives.

Essential Functions and Responsibilities:

- Assist the Public Works Director in overseeing the operations and maintenance of the Town of New Carlisle as directed daily by the Public Works Director.
- Seek and secure grants to support economic development and revitalization efforts throughout the Town including parks, historic preservation, and land development projects.
- Assist town departments, including water, town crew and electrical, with technical reports and data compilation.
- Assist the Town Code Enforcement Officer in ensuring that town and building codes are updated and implemented.
- Facilitate and drive efforts to enhance the Town and move it forward.
- Ensure that the Town's Comprehensive Plan gets updated every 5 years and is referenced in all town planning and project decisions.
- Interface with local business groups such as the New Carlisle Business and Community Association, Discover New Carlisle, Inc., and others by attending monthly meetings.
- Interface with St. Joseph County boards and commissions such as the Redevelopment Commission, St. Joseph County Commissioners, St. Joseph County Council, Area Plan Commission, MACOG, Board of Zoning, INDOT and others by attending meetings as deemed necessary.

- Assist and direct the Park Board with projects and in updating the Park Board five-year plan; the Park Board will report directly to the Assistant Public Works Director.
- Attend monthly Town Council meetings and provide an oral update on projects, as directed.
- Assist in marketing, social media and public media decisions by providing input.
- Assist in interfacing with and advocating for New Carlisle with all economic partners.
- Any other duties within the Town of New Carlisle as assigned by the Public Works Director.

Qualifications, Competencies and Experience

- High School diploma – advanced degrees, technical certificates desired.
- Familiarity with public works such as water, town maintenance, electrical
- Experience with municipal zoning ordinances and code enforcement.
- Grant writing experience
- Experience in planning and land use as related to municipalities.
- Familiarity with St. Joseph County and State land use and planning laws.
- Knowledge of public administration.

Required Proficiencies and Essential Skills

1. Excellent oral communication skills; experience in giving public presentations.
2. Technical skills including, computing proficiency, using various software systems, electronic file management, etc.
3. Research proficiency.
4. Attention to detail, including precision in data entry, and meticulous documentation of all correspondence.
5. Ability to handle multiple tasks at one time.
6. Effective interpersonal skills.
7. Ability to work with all Town staff.
8. Must hold a valid driver's license.
9. Availability to work outside of normal business hours when necessary.

Physical Demands/Work Environment

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

Starting Salary Range: \$60,000-\$70,000