

## Public Works Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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### JOB SUMMARY

To plan, direct, manage, and oversee the activities and operations of all Public Works functions, including Administration, Street and Right-of-Way Maintenance, Storm-Water, Fleet, Facilities, Park and Sports Facilities, Traffic Services, Contract Administration, and Construction Management Divisions. Coordinate assigned activities with other departments, divisions, and outside agencies; and provide highly responsible and complex administrative support to the City Manager. Highly responsible administrative work directing and overseeing the operations of the Public Works Department. Work areas include, but are not necessarily limited to, fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance, and removal, contracted solid waste, facilities construction and maintenance, capital improvements, and emergency management. Perform duties with considerable independence and latitude in supervising and being responsible for the technical and administrative operations of the department. Work is performed under the general direction of the City Manager.

### ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assume full management responsibilities for all Public Works Department services and activities, to include including planning, organizing, and directing professional engineering design, construction and maintenance of streets, thoroughfares, sidewalks, storm drainage systems, traffic engineering and operations, mapping, field survey, rights-of-way easements, annexation, solid waste, and recycling, administration, fleet, facilities, park and sports sports facilities, and contract administration services.
- Direct and manage the development and implementation of the Public Works Department goals, objectives, policies, and priorities of each service area; establish, within city policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

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- Represent the Public Works Department to other city departments, elected officials, and outside agencies; explain and justify department programs, policies and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Plan, direct, and coordinate through subordinate level staff, the Public Works Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and oversee the development and administration of the Public Works Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Direct the planning, design, construction and inspection of assigned capital improvement projects including: preparation and administration of project funding, budgets and schedules; review and approval of reports, plans, and inspection of assigned capital improvement projects, including preparation and administration of project funding, budgets, and schedules; review and approval of reports, plans, and specifications; coordination of the planning of interdepartmental capital improvement projects; and coordination of consultant selection.
- Review and develop conditions for private development related to public infrastructure improvement in accordance with City standards for Public Works.
- Direct research and engineering studies and preparation of technical reports on economic feasibility in connection with proposed or existing projects or administrative problems.
- Participate in the development and implementation of departmental goals, policies, and priorities; develop and implement comprehensive programs, projects, and activities.
- Provide staff support to a variety of boards and commissions, including City Commission, as directed; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Public Works.
- Direct and participate in the inspection of field projects; verify status; ensure compliance with contract specifications and city, federal, and state codes.
- Select, contract, and manage professional services and other contracts; monitor contract compliance; approve payments; negotiate adjustments and new provisions to contracts.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Prepares department budget, controls expenditures, and recommends staffing levels, and purchases of major items and equipment.
- a. Advises the City Manager on overall needs and department operations;
- reviews and administers personnel actions. Plans and directs the activities involved in fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements, and emergency management.
- Reviews and administers personnel actions. Performs human resource management functions, e.g. such as, interviewing, selecting on, hiring, disciplinary action, recommending promotion, and performance evaluations.
- Coordinates work activities and programs of the department with other City programs and projects.
- Evaluates division activities through review of work plans, conferences, and inspections; adjusts procedures and operations accordingly.

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- Serves as advisor to the City Manager regarding all public works programs.
- Acts as technical advisor and works in close cooperation with other department directors and advisory boards.
- Prepares and oversees contracts for consultants and subcontractors for public works programs and projects.
- Attends meetings with residents, stakeholders, City departments, outside agencies, and community organizations to coordinate resources to meet the community's public works and infrastructure needs.
- Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Works.
- Performs other duties as directed.

## QUALIFICATIONS

### Education and Experience:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, or related discipline. A Master's degree is preferred. Bachelor's degree in Public Administration, Engineering, Parks Management, or related field. A minimum of ~~Seventeen (17)~~ ten (10) years of increasingly responsible public works, utilities, or professional civil engineering experience, including five (5) years of administrative and supervisory responsibility<sup>supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal public works;</sup> or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire and maintain insurability<sup>Must have a valid State of Florida driver's license with good driving record.</sup>

### Knowledge, Skills, and Abilities:

#### Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Recent developments, current literature, and sources of information regarding Public Works.
- Principles and techniques of construction cost analysis and estimates.
- Principles and practices of solid waste, maintenance and management of fleet, facility, storm water, parks, and management of fleet, facility, storm-water, parks, and sports facilities.
- Principles and practices of project management.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations, and local laws, codes, and regulations, including safety regulations.

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- Knowledge of all phases of the Public Works function, e.g., park and grounds maintenance, roadways improvement, facilities construction and maintenance, sustainability, environmental protection, and fleet management.
- Knowledge of effective budgetary management principles as related to the allocation of resources, e.g. such as personnel, financial, and equipment.

#### Ability to:

- Effectively manage and direct the operations of a modern integrated Public Works department.
- Properly exercise signatory City Engineer authority as established by statute or ordinance.
- Manage, direct and coordinate the work of supervisory, professional, technical, and coordinate the work of supervisory, professional, technical, and clerical personnel.
- Demonstrate effective leadership.
- Develop, review, and document specifications for improvement projects.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Public Works Department.
- Recommend and implement goals, objectives, and practices for providing effective and efficient Public Works services.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply federal, state and local policies, procedures, laws, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including city and other government officials, community groups, and the general public.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to plan, direct, and coordinate a wide range of public works systems and activities.
- Ability to direct the activities of a large and diverse workforce through divisional supervisors.
- Ability to create a positive image to the public relative to public works programs.
- Ability to effectively communicate in both oral and written formats.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

#### SUPERVISION RECEIVED / EXERCISED

- Receives administrative direction from the City Manager or his/her/their Designee.
- Exercises general supervision over lower-level managerial, supervisory, professional, technical and clerical staff.

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### PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight ~~(5-10 pounds)~~. Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind, and humidity.

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### WORKING CONDITIONS

~~Primarily office or indoor environment, with occasional exposure to outdoor environments and/or and exposure to environmental risks. General office setting: frequent interruptions and many deadlines to meet. Outdoor setting: possible environmental factors including but not limited to heat, rain, wind and humidity.~~

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This position is considered essential for disaster recovery efforts.