

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PUBLIC WORKS DIRECTOR

GENERAL DESCRIPTION OF DUTIES

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, facilities construction and maintenance, capital improvements and emergency management. Work is performed under the general direction of the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

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.

- Plans, evaluates and directs departmental policies, programs and operations through division supervisors.
- Directs the preparation and implementation of department budget and makes procedural and operational recommendations to City Manager.
- Plans and directs the activities involved in property maintenance, parks maintenance, roadway improvement projects and fleet services divisions.
- 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.
- Serves as advisor to the City Manager and the City Commission regarding all public works programs.

ADDITIONAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

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

EDUCATION & EXPERIENCE

Bachelor’s degree in Public Administration, Engineering, Parks Management or related field. Seven (7) years supervisory and managerial experience that provides broad practical and technical exposure in all phases of municipal public works; or an equivalent combination of education, training and experience.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or 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 but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind, and humidity.

Acknowledgement:

Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.