

City of Lake City, FL

Classification Description

Classification Title: DIRECTOR OF PUBLIC WORKS
Department: PUBLIC WORKS

Pay Grade: 19
FLSA Status: Exempt

General Description

This is highly responsible administrative, planning and professional work, in directing all activities of the Public Works Department, including: installation of storm water and streets construction and maintenance, traffic lights, street lights and concrete crews. In addition, this position coordinates assigned activities with other departments and outside agencies and is highly visible to a wide variety of citizens in the City of Lake City. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City of Lake City.

Nature of Work

Essential Functions:

- Directs and supervises the various sections and activities of Public Works; plans, assigns and directs the employees through the supervisors.
- Develops plans and projects for the Public Works Department such as: short- and long-range goals; capital improvements as well as maintenance update scheduling.
- Investigates complaints from the general public.
- Plans and analyzes the budget and makes adjustments. Prepares recommendations for the upcoming year.
- Inspects work done for the City by outside construction companies.
- Develops and implements policies and ordinances.
- Oversees the plans, placement, training, promotions, discipline and evaluations of all Public Works employees.
- Prepares specifications for bid work and selection.
- Meets with citizens and answers and investigates complaints.
- Attends meetings and workshops.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes. Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such storm water systems, construction equipment, or water plants. Supervises employees using or repairing heavy or complex machinery. Establishes policies for using, acquiring, and/or maintaining heavy or complex machinery. Creates and guides implementation of capital improvement plans or programs.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of all phases of public works, engineering and facilities maintenance;
- Knowledge of the equipment, tools, and supplies required to accomplish all operations;
- Ability to plan, direct and coordinate a wide range of public works systems and activities;
- Ability to supervise a large number of employees through divisional supervisors; and
- Ability to create a positive image to the public relative to public works programs.

Minimum Qualifications: Graduation from an accredited four-year college or university with a Bachelor's Degree in Engineering, Construction, Public Administration highly preferred. Two years of managerial experience in the selected field may be substituted for each year of education. A registered Professional Engineer is preferred but not required. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable Eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Walking
- Standing
- Bending

Environmental Conditions:

- Works inside and works outside in various weather conditions

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature