

Title: Director of Public Works
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Public Works

Class Code: 1028
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced administrative and professional engineering work with responsibility for the organization and management of the Public Works Department. The Director is responsible for organizing, directing, and coordinating the activities of the divisions comprising the Public Works Department. The Director is also responsible for determining major departmental policies, for planning long term programs and for making difficult technical and policy decisions. Considerable latitude for independent action and judgment is delegated to Division Managers in professional and administrative activities, the Director's primary responsibility being overall administration and coordination. Through Division Managers, direction is provided to a large staff of professional, technical, skilled and unskilled workers and clerical employees involving engineering design and plan preparation, street construction and maintenance, drainage and lake management, solid waste collection, disposal and recycling, public building construction and maintenance, parking system and traffic operations. Work is performed under the general administrative direction of the City Manager.

ESSENTIAL FUNCTIONS:

1. Coordinates Public Works activities with Federal, State and County governments and with other city departments in areas of mutual interest.
2. Reviews engineering plans and specifications and bid documents for public construction projects and evaluates bids received; manages project program planning, contracting and construction supervision. May assist in the development of specifications for specialized equipment.
3. Directs related management activities including Public Works budget preparation and execution; assigns special projects to the divisions and reviews completed projects; reviews and approves all requisitions for supplies and equipment; prepares periodic progress and financial reports on Public Works projects and programs for the City Manager.
4. Confers with Assistant Director or other staff on questionable or difficult policy decisions or interpretations and on unusual or special design problems; inspects construction projects for quality control, and for rate of progress toward completion; assists Division Managers in resolving departmental problems in general.
5. Investigates innovative equipment and methods for adaptability to city operations which could result in more effective and economical operations.
6. Investigates and evaluates requests and complaints from the public with a view of honoring the request or satisfying the complainant within the limits imposed by codes, ordinances or policy.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of modern principles and practices of management as applied to the design, construction and maintenance of streets, storm water drainage systems, lake management, solid waste collection and recycling, vehicular traffic control systems, and building construction and maintenance.
2. Knowledge of the principles and practices of civil engineering as applied to the development and management of public works.
3. Ability to effectively communicate with the general public and the news media concerning policies, problems and responsibilities of the department.

Title: Director of Public Works
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Public Works

Class Code: 1028
Date: 09/08

4. Knowledge of current developments, literature and sources of information applicable to public works activity management.
5. Ability to organize, direct and coordinate the activities of several divisions of a large public works department including technical and professional personnel, in a manner conducive to satisfactory performance, a high degree of personnel moral and public image.
6. Ability to express ideas on professional and technical subjects clearly and concisely, orally and in writing

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university, majoring in Civil Engineering, Public or Business Management.
2. A minimum of five (5) years of supervisory and administrative experience in the management of public works operations.
3. An equivalent combination of education and experience which provides the following knowledge, abilities and skills.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.