

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Public Works Director
DEPARTMENT: Department of Public Works
SUPERVISED BY: City Manager

POSITION SUMMARY: This is highly responsible professional administrative management and engineering work under the direction of the City Manager, with direct responsibility for the organization and efficient administration of the department. This employee is responsible for organizing, directing and coordinating the activities of the several divisions comprising the Public Works Department. Decisions are made determining major department policies, planning long term programs and resolving difficult technical problems. Supervision of operations and staff activities are exercised through division heads. Assignments are usually in the form of broad administrative policy and instructions or general program objectives. Annual and long-range programs are researched, formulated and implemented. Budgets are prepared and administered. Performance is reviewed for general adherence to established norms.

ESSENTIAL JOB FUNCTIONS:

- Prepares and administers office operations, procedures and annual programs of construction, maintenance, equipment acquisition and other necessary related activities.
- Designs, prepares plans, specifications, time and cost estimates, supervises and inspects highway, bridge, water supply, wastewater, drainage, and similar public works and utility projects.
- Confers with division heads, resolves problems, coordinates work schedules and priorities, furnishes direction and supervision of employees assigned to department.
- Plans, prepares and/or supervises engineering feasibility reports, budgets, special assignment projects and contract administration.
- Confers with the City manager and City staff on policy or procedural matters or complaints by the public.
- Reviews technical aspects and makes recommendations regarding bids, proposals, contracts and development plans of an engineering or a departmental nature.
- Prepare operating permit applications and monitor compliance with requirements of regulatory agencies.
- Perform other duties not specifically enumerated within the job functions as may be required at the discretion of the City manager.

JOB STANDARDS:

Formal Education: College or Technical Institute degree (four years) required, masters preferred in areas of Engineering, Business, Public Administration, Management or Industrial Management Technology, or closely related field. Course work in finance, materials used in industry, business law or other related areas are helpful.

Experience: Demonstrated experience of five or more years within the described examples of work and knowledge. Similar occupational experience that has a direct relationship to the experience require will suffice in some instances.

Licenses & Certifications: Florida Registered Civil Engineer certification preferred and Valid Florida Driver's License.

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Use of both hands with majority of fingers. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels (corrective devices acceptable). Motor skill ability to operate equipment without excessive accommodation, good depth perception, good physical condition, ability to crawl and stoop. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Equipment: Office equipment such as personal computer, calculator, telephone, copier, fax, etc. Manual and power tools, surveying instruments; light duty truck, (manual or automatic transmission), dump truck, tractor and wheel backhoe; water and sewer line locating equipment; high pressure sewer line cleaning equipment.

Skills & Expertise:

- Knowledge of modern principles and procedures of public works administration.
- Ability to organize, direct and coordinate the activities of several divisions of a large public works department including technical and professional personnel.
- Ability to make interpretive impartial judgmental decisions; provide professional input and reports as required and maintain effective working relationships with the city staff and the public.
- Ability to express facts and ideas clearly and concisely, orally and in writing, to groups and individuals.
- Knowledge of the principles, procedures and practices of civil engineering as applied by professional development and management of public health, environmental services, public works and water and sewer activities.
- Ability to plan, schedule and supervise civil engineering programs.
- Must possess thorough knowledge of all applicable laws and regulatory codes related to public improvement projects and developments.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the City of Brooksville, but could expand outside that area in times of natural or man-made disasters.

Work Environment: Constant work inside and outside working with others and alone under normal office and field conditions, occasional work in potentially hazardous conditions and during emergencies.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

HR INFORMATION

REVISION DATE: December 31, 2019

FLSA STATUS: Exempt

EEO CATEGORY:

W/C CODE:

PAY GRADE: 593

SALARY RANGE: \$55,577.60- \$85,612.80