

HOME OF PELICAN ISLAND

HUMAN RESOURCES DEPARTMENT

1225 Main Street Sebastian, Florida 32958

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PUBLIC WORKS DIRECTOR/CITY ENGINEER \$100,000.00 (DOE)

The City of Sebastian is accepting applications for a Public Works Director/City Engineer. Applications will be accepted until position is filled.

DESCRIPTION:

Under general administrative direction of the City Manager, the Public Works Director/City Engineer is responsible to plan, direct, manage and oversee the activities and operations of the Stormwater and Roads Division. Coordinates assigned activities with other City Departments and outside agencies; and provide highly responsible and complex administrative support to the City Manager. Formulates policies and coordinates activities in accordance with general policies established by the City of Sebastian City Council and by the City Manager. The Director of Public Works/City Engineer exercises supervision over all personnel in the Stormwater and Roads Departments. Responsible for the preparation and monitoring of the department's budgets and the preparation, implementation and adherence to procedures. Responsibilities also include engineering, establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and the general public. Exercises considerable independent judgment and technical expertise in order to meet objectives of each department. Responsible for various engineering functions including directing and participating in planning, design construction and contract administration. Also functions as a member of the City's management team and participates actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS:

- 1. Assumes full management responsibility for all Engineering and Public Works activities and operations; recommends and administers policies and procedures, subject to the approval of the City Manager and/or City Council.
- Performs various engineering functions including directing and participating in the work of planning, design construction and contract administration of the Capital Improvement Program. Assures the program is accomplished in a technically competent, economical, and safe manner.
- Establishes, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocates limited resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Engineering Department's work plan; assigns projects; reviews and evaluated work methods and procedures.
- Confers with developers, contractors, architects and engineers; reviews development applications; explains City 5. engineering policies, procedures, rules and regulations.
- Prepares, reviews and approves all engineering reports and agenda items for City Council.
- Prepares and/or reviews and approves special studies or reports requested by the City Manager or City Council.
- Oversees and participates in the development and administration of Stormwater and Roads budgets; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Serves as project manager for major engineering/public works programs; conduct advanced engineering studies; ensure compliance with appropriate codes, regulations and ordinances in coordination with and under the advice of the City Attorney.
- 10. Reviews and approves engineering plans for Community Development;
- 11. Determines the scope of potential engineering projects; prepare requests for proposals and contracts for contracting service; reviews proposals and agreements for consultant services; oversees and supervises the development of project plans; review and approve specifications, plans and estimates.
- 12. Oversees the maintenance of the public right of way, traffic operations, and, stormwater.
- 13. Represents the Public Works Department/Engineering, and Roads Departments to other City Departments, elected officials and outside agencies; coordinates Public Works/Engineering and Roads Departments activities with those of other departments and outside agencies and organizations.
- 14. Oversees the development and maintenance of the City's Engineering and Public Works Procedures Manual.
- 15. Participates and attends professional group meetings; stays abreast of new trends and innovations in the engineering and maintenance field.
- 16. Supervises the Superintendent of Public Works in the oversight of Stormwater and Roads Divisions.
- 17. Establishes annual performance objectives for the Stormwater and Roads (Public Works) Divisions ensuring their
- 18. Develops and administers the budget for the Public Works Department. Assures delivery of optimum service levels within the constraints of the budget.

- 19. Maintains a competent and motivated work force by selecting, training, motivating, developing, disciplining, and evaluating subordinates.
- 20. Reviews and improves administrative processes within the Divisions.
- 21. Prepares oral and written technical and administrative reports. Develops and prepares various report, studies, correspondence, and other data pertaining to departmental operations, and submits such reports, studies, correspondence, etc., as required by federal, State or local regulations, as requests, or as otherwise deemed appropriate.
- 22. Receives and responds to complaints and/or inquiries from public agencies or officials, and or the general public pertaining to Department or personnel activities, policies, procedures, etc., and responds based on detailed knowledge of Department policies and activities, or initiates further review and investigation of complaints by appropriate personnel, as appropriate; prepares preliminary report of complaints received and results of preliminary interviews with personnel involved, and assigns and monitors further investigation by subordinate(s).
- 23. Establishes, maintains, and fosters positive and harmonious working relationships with City staff and all those contacted in the course of work.
- 24. Manages and oversees the emergency management plan and monitors the debris management and monitoring contractors. Is responsible for the coordination of disaster recovery efforts.
- 25. Performs all related duties as assigned.

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.

QUALIFICATIONS

Education

- Bachelor's degree, or higher, from an accredited college or university with major course work in civil engineering or a
 related field; Licensed Engineer; five to ten years of increasingly responsible experience in professional engineering and
 public works, including at least five years of administrative and supervisory responsibility; or any combination of
 education, experience, and training that would likely provide the required knowledge and abilities.
- Possession of a Certificate of Registration as a Professional Civil Engineer in the State of Florida
- Possess and maintain a Valid Florida Driver's License.

Knowledge and Ability of:

- Operational characteristics, services and activities of a comprehensive engineering/public works and maintenance program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of engineering/public works and maintenance program development and administration.
- Contract service planning, bidding, negotiation, administration and performance evaluation.
- Principles and practices of municipal budget preparation and administration.
- Pertinent Federal, State and local laws, codes, regulations and ordinances.
- Civil engineering and project principles and practices and their application to a wide variety of services including planning, design, inspection, testing and construction.
- Proper English, spelling, grammar, punctuation use, and business letter writing.
- Modern office practices, procedures, methods, and equipment.
- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain City policies and procedures.
- Research, analyze and evaluate public service methods and techniques.
- Delegate authority and responsibility.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Analyze engineering/public works requirements and policies and make recommendations for necessary revisions.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Review and apply Federal, State and local policies, laws and regulations in coordination with and under the advice of the City Attorney.
- Communicate clearly and concisely, both orally and in writing.
- Attend night and/or weekend meetings, events or activities outside normal business hours.
- Travel to various sites and operate a motor vehicle safely.

Equal Opportunity Employer/Drug-free Workplace/ADA

Applications for the Public Works Director/City Engineer are available in the Human Resources Department or can be downloaded from our website: www.cityofsebastian.org