

## **JOB DESCRIPTION**

**JOB TITLE:** PUBLIC WORKS DIRECTOR  
**DEPARTMENT:** PUBLIC WORKS  
**SALARY:** \$70,688.32 - \$106,032.48

**GRADE:** DC-180  
**FLSA:** EXEMPT

### **DESCRIPTION OF WORK:**

This position is responsible for the administration, direction, and supervision of all Public Works Department activities and employees including streets and right-of way maintenance, parks maintenance, grounds and building maintenance, fleet maintenance and stormwater maintenance. Responsible for technical and administrative operations of public works in accordance with municipal policies, rules and regulations. Supervises personnel in above areas. Considerable independent judgment and initiative is required in performing assigned tasks. Considerable tact and courtesy are required in frequent contact with employees, other department directors, city officials and the public. Strong project management and supervisory skills are critical.

This is a mission critical position: Essential employees may be required to work during an undeclared or declared emergency. The City Manager makes the determination on who will be required to work in times of emergency.

### **ESSENTIAL JOB FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Direct and oversee the management and operation of diverse and specialized Public Works department. Develop related policies and procedures and make recommendations to the City Manager.
- Direct the preparation of agenda items for the City Commission. Attend Commission meetings and workshops. Present agenda items to the City Commission when appropriate.
- Participate in the review of major development and construction plans involving the department
- Prepare Requests for Proposals and participate in the selection of contractors for services.
- Perform supervisory duties such as instructing, assigning work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees and recommending transfers, promotions, disciplinary action, discharges and salary increases as appropriate.
- Receive citizen inquiries or complaints and dispatches available information recommending action. Analyze and design departmental work processes, operations, and construction project approaches to continuously address effective and efficient service delivery.
- Direct the development, administration, and review of the departmental budget; exercise control over expenditures; prepare the budget, evaluate the need for and recommend the addition of new personnel, material, and equipment.
- Oversee, analyze, and evaluate the City's capital improvement projects.

- Provide project management for construction projects.
- Participate in grant application programs, direct administration of the permitting process and related regulations through the Department of Environmental Protection, Southwest Florida Water Management District, and other related agencies.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to review and analyze plans and specifications for the construction of public facilities.
- Ability to formulate comprehensive operational policies and procedures.
- Ability to prepare technical reports.
- Ability to plan and supervise the work of a large staff.
- Ability to establish and maintain effective working relationships with government officials, employees, department heads, contractors and the public.
- Ability to accurately prepare, report, and make presentations to City Commission.
- Ability to communicate clearly, both orally and in writing.
- Ability to plan, assign, direct and evaluate the work of subordinates.
- Ability to assess long range City development requirements and formulate proposals or alternatives and prepare written reports communicating such.
- Ability to draft ordinances and regulations.
- Ability to provide effective leadership.
- Knowledge of principles, procedures, and practices as applied to stormwater and public works operations.
- Knowledge of City comprehensive plans, development, and administration.
- Knowledge of federal, state and local regulations related to engineering, public works and public utilities.
- Knowledge of the principles/practices of maintenance, construction, and repair as applied to public works, utilities and stormwater management.
- Knowledge of administrative practices and procedures.
- Knowledge of local community issues.
- Knowledge of current management methods and practices.  
Skill in management techniques, budgeting, and technical knowledge to work with contractors, planners and engineers.

### **LICENSE/CERTIFICATION:**

- Must possess a valid Florida driver's license.
- Must possess the National Incident Management System (NIMS) IS-700 within 30 days of employment and the ICS-100 and ICS-200 within 90 days of employment. There may be additional NIMS required, which will be scheduled by your supervisor.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in engineering, public administration, construction, project management or equivalent  
Five to ten (5-10) years of progressively responsible experience in public works/engineering, project management and operations; three to five (3-5) years in a supervisory/management capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. State or local governmental experience is preferred.

**SUPERVISION RECEIVED:**

Reports to and receives general direction from the City Manager and is given considerable latitude in planning and executing work.

**SUPERVISION EXERCISED:**

Supervises all staff in the Public Works and Stormwater Departments.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station accessing, inputting and retrieving information.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

"The City of Dade City 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.

**EMPLOYEE/APPLICANT SIGNATURE REQUIRED**

I \_\_\_\_\_ hereby acknowledge receipt and review of this job description with the City Manager and Director of Human Resources. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if currently held or will obtain them within a time period

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated 10/3/2023