

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: ASSISTANT DIRECTOR - PUBLIC WORKS (Job Code 36).**

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#### **GENERAL STATEMENT OF JOB**

Under the administrative direction of the Public Works Director, performs supervisory and skilled work in the daily operations of the City's Public Works Department. Responsible for assigning and reviewing work of subordinate employees engaged in street, storm water, facility maintenance and fleet. Incumbent will assist the Director in establishing department policies, department budget, reviewing technical specifications and plans, draft bids, negotiate agreements, and oversee projects to assure they are completed in a timely manner. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community. Must have a working knowledge of unions.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Must have a thorough knowledge in the following areas, roadway maintenance and repair, storm water construction and maintenance, facility maintenance, NPDES reporting and compliance, and project management.

Prepares bid specifications for outside vendors and contractors and recommends to the Director of Public Works and Capital Projects for Council approval.

Prepares requisition forms for necessary equipment and supplies as allowable within constraints of departmental budget.

Assists in the evaluation of bid proposals and makes recommendations on as to award; monitor contractors' progress on projects and provides input on adherence to specifications.

Meets with vendors, contractors and sales representatives; makes recommendations of purchase of items and services.

Trains employees in the use of equipment and tools required in the work.

Assists supervisory staff in evaluating and discipline of employees; and assures that employee time sheets and related work records for work crews are up to date and turned in timely.

Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with Town and departmental policies, rules, regulation and ethical standards.

Coordinate the administration of Public Works programs and projects with the Director of Public Works.

Assist the Director of Public Works to develop long-range plans and objectives, and establish departmental policies and procedures. Meet all reporting requirements in an accurate and timely manner, record operating data, and maintain all records pertaining to operational activities.

Adhere to all departmental and City safety policies.

Consistent attendance and punctuality is required.

Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees, reviewing performance evaluations completed by division supervisors of their subordinates and offering advice and assistance when necessary; and handling employee complaints.

Provide ongoing administration and oversight of various City contracts and agreements for which the Public Works Department is responsible.

Review and respond to questions, comments, complaints and requests for service reported by the public and respond accordingly. Follow up with staff to assure compliance.  
Assist with the development, implementation, administration and enforcement of departmental emergency operation, policies, and procedures.

Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to the Director and/or Human Resources.

Participating in proactive team efforts to achieve departmental and City-wide goals.

Assisting other co-workers on special projects as required.

Providing leadership to others through example and by sharing knowledge and skills.

Approves requisitions, purchasing card transactions, leave requests, and capital Outlays.

Assumes the role of Department Head in the absence of the Public Works Director.

Perform other duties as required or assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

Must Possess a Bachelor's Degree in Construction Management, Business Administration, or closely related field from an accredited College or University; Five (5) years' experience in administration and management supervision of a municipal public works department; an equivalent combination of education, certification, training, and/or experience may be considered.  
Must have a valid Florida driver's license, Class E or higher.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical requirements: Tasks involve some walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instruction, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to construction and municipality regulatory practices of moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret complex problems, and draw valid scientific conclusions in regulation analysis and interpretation. Requires the ability to utilize principles of rational and influence systems and principles of conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs, calculate decimals and percentages; utilize algebraic principles and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read different types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communications: Requires the ability to talk and/or hear (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

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

Advanced knowledge of the principals, practices, and safety procedures of public works operations.

Working knowledge of Microsoft Office products (Word, Excel, Outlook, Project, and PowerPoint).

Working knowledge of transportation and fleet operations, maintenance and repair.

Skill in providing good customer service.

Ability to make decisions in accordance with City/department policies.

Ability to read, interpret and explain ordinances, codes, agreements and related Documents.

Ability to quickly and independently learn new software.

Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.

Ability to clearly communicate and understand information in English, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Ability to regularly attend work and arrive punctually for designated work schedule.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date