

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

**JOB TITLE: DIRECTOR OF PUBLIC WORKS (Job Code 350).**

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### **GENERAL STATEMENT OF JOB**

Under administrative direction, provides comprehensive administration and coordination of all divisions delegated to the City's Public Works Department. Position ensures the efficient administration of roads, buildings and facilities, City vehicle maintenance, storm water utilities, and is responsible for administering all aspects of the City's inner-city transportation system. Employees in this class have the considerable responsibility of budget preparation and administration for the department. Position exercises considerable latitude in independent judgment in areas such as resource allocation, regulation interpretation, and training/education needs of employees.

### **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.**

Supervises and directs supervisory department employees in scheduling and coordinating public works activities and projects, such as roadway or building construction and repair.

Ensures divisions perform duties in a manner that promotes safety, health and welfare of the public, and to ensure municipal compliance with established regulations.

Functions as the primary information resource for department's administrative employees, communicating all aspects of the Public Works Department activities as necessary.

Monitors departmental activities through periodic reports submitted by subordinates and supervisory employees, and by inspections of projects in process.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Manages department operations; develops and implements long/short term goals, plans, objectives, and programs; establishes, interprets, updates, and implements policies/procedures; sets standards for departmental performance and monitors performance of each division; sets and monitors service levels for the department; sets engineering standards for department projects.

Compiles or monitors various administrative or statistical data pertaining to department operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.

Directs and supervises the compilation of cost data, and materials and labor estimates.

Consults with the City Manager, department directors, and contractors regarding public works construction and maintenance activities.

Prepares, submits, and administers departmental budget; reviews/approves division budgets; authorizes/monitors expenditures.

Prepares or completes various forms, reports, correspondence, program reports, performance reports, productivity reports, meeting reports, policy statements, consultant recommendations, plan reviews/evaluations, payment requests, disciplinary actions, performance appraisals, or other documents.

Analyzes and evaluates work methods with a view toward increasing efficiency.

Communicates with supervisor, employees, other departments, city officials, government agencies, contractors, vendors, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Represents the city at public forums and meetings; sets up and attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Hears and processes complaints regarding public works issues.

Attends various staff and City meetings as representative of the Public Works Department.

Develops and implements an annual departmental budget.

Performs related work as required.

Performs emergency response duties as necessary.

## **MINIMUM TRAINING AND EXPERIENCE**

Must possess a Bachelor's degree in Construction Management, Business Administration, or related field; supplemented by a minimum of seven (7) years of progressively responsible work experience in the field, the majority of which shall be acquired in a superintendent/assistant director capacity. Must be proficient in the Microsoft Office Suite.

## **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**

Knowledge of modern principles and practices of public works administration.

Knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities.

Knowledge of the laws and regulations relating to departmental activities.

Knowledge of effective supervisory principles and techniques.

Skilled in both oral and written communications for effective expression of concepts and ideas, and clarity in task assignment.

Ability to establish and maintain effective working relationships with City administrative employees, subordinate employees, and outside organizations and agencies.

Ability to lead and manage.

Ability to assign, supervise and review the work of a moderately large staff of subordinates, and to provide direction and recommendation on difficult procedural and related problems.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

## **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

\_\_\_\_\_  
Date