



TOWN OF SURFSIDE ASSISTANT PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

EXEMPT

GENERAL DESCRIPTION:

Performs a variety of professional administrative and managerial duties in assisting the Public Works Director and serves as Acting Public Works Director in the absence of the Director. The position requires coordination and implementation of a variety of public works projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures and the Town operations.

ESSENTIAL JOB FUNCTIONS:

1. Performs analytical review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
2. Attends staff, committee and Town Board meetings as required and makes recommendations of subjects under discussion; Staff liaison to boards and commissions as assigned.
3. Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and/or request resources.
4. Completes routine administrative functions and special assignments by preparing detailed reports, analysis, identifying and recommending process improvements, and recommending alternatives.
5. Serves as Acting Director in the absence of the Public Works Director.
6. Reviews, revises, and prepares documentation for procurement and annual purchase of commodities and contractual services and manages expenditure control, purchasing approval, and related contracts.
7. Coordinates project related to all aspects of Public Works that may include research, data analysis, report writing, and presentations.
8. Reviews employee applications and conducts employee interviews with the Public Works Director.
9. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of all phases of public works, facilities maintenance, property management, sanitation, and streets and drainage.
- Knowledge and ability to prepare Capital Improvement Program.
- Knowledge of the equipment, tools and supplies required to accomplish all operations.
- Knowledge of personal computers.
- Knowledge of Codes and Statues.
- Ability to communicate and present information clearly, and to deal with the public relations in an effective, courteous, and tactful manner.
- Ability to establish and maintain effective working relationships with contractors, architects, Town employees, Town officials, and the general public.
- Ability to plan, direct and coordinate a wide range of public works systems and activities.

- Ability to supervise a large number of employees through divisional supervisors.
- Ability to create a positive image to the public relative to public works programs.
- Good customer service skills.
- Ability to understand and manage the department's budget.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Engineering, Political Science, Business Administration, or related field of study required; extensive experience of an increasingly responsible nature in local government administration, some of which shall have been at the minimum level of management or equivalent; or equivalent combination of education and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid motor vehicle operator license preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Light lifting and carrying (under 15 lbs.).
- Reaching.
- Pulling.
- Pushing.
- Walking.
- Standing.
- Kneeling.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and occasionally outside in various weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: New 10/1/2015

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

