TOWN OF SURFSIDE
PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS EXEMPT

GENERAL DESCRIPTION:

Performs a variety of complex professional and administrative work in a typical office setting and in the field, in developing, coordinating, organizing, overseeing, managing, planning and supervising all activities of the Public Works Department including facilities maintenance, refuse collection, vehicle maintenance, streets, storm water, drainage, recycling and utilities. Requires compliance with state and federal regulations as they apply to Public Works and the Town of Surfside. Work is performed under the administrative direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, directs and administers all activities of the Public Works Department including, but not limited to, personnel, general departmental operations, records management and contract administration.
2. Responsible for the Town's maintenance program.
3. Develops plans and projects for the Public Works Department such as: short and long range goals; capital improvements as well as maintenance update scheduling.
4. Formulates and directs work within the Department for all staff. Appraises conditions of work within the Department and takes necessary steps to improve operations.
5. Follows Town, OSHA, and public safety guidelines and protocols. Ensures safety of work environment.
6. Makes out work schedules and prepares payroll. Supervises work in progress.
7. Analyzes the department budget and makes appropriate adjustments. Supervises the control and expenditure of departmental appropriations. Formulates budget recommendations for future budgets.
8. Coordinates and evaluates work done for the Town by outside vendors and consultants for matters related to the Public Works Department.
9. Inspects work performed by Public Works' personnel, consultants, and contractors.
10. Directs the placement, training, promotions, discipline and evaluations activities of all Public Works employees.
11. Prepares specifications for bid work and selection.
12. Responds to citizens complaints regarding Public Work matters.
13. Identifies and/or recommends cost control measures in the delivery of all Public Works services and functions in the department and under his/her area of responsibility.
14. Reviews invoices and approves for payment as appropriate.
15. Attends Town commission meetings as requested by Town Manager.
16. Works with FEMA with assistance from Building Official.
17. Works with Police Department for parking system improvement.
18. Represents the Town at County, Regional, and State meetings related to Public Works matters.
19. Performs other duties as assigned by the Town Manager.

(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.
- Fluency in Spanish is desirable.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Engineering is required; Five (5) years related experience performing similar duties two of which in a supervisory capacity required; or any acceptable related combination or education and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Current Professional Engineer (PE) registration is required. A valid Florida Driver's License is required.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment and occasionally outside reviewing and supervising work.
- Frequently required to see, hear, and talk with employees and the public.
- On occasion required to climb or balance, stoop, kneel, crouch, taste or smell.
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(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: Est. 4/17/08; 4/18/08; 5/5/08; 11/2/10; 4/10/12

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: _____