

PUBLIC WORKS DIRECTOR

Job Code	Pay Grade
16912	SM1

Nature of Work

This is highly responsible administrative, technical, and management work directing the traffic management, stormwater, customer service, construction, and land survey operations of the Public Works department. Work involves responsibility for the leadership, organization, direction, and coordination of the day-to-day operations of the department, including responsibility for resource allocation, budget and personnel. The incumbent utilizes considerable independent judgment and initiative to govern in a manner that ensures compliance with the highest industry standards as required by state and federal regulatory agencies. This position reports to an Assistant County Administrator.

Minimum Qualification Requirements

- Bachelor's degree in engineering, public administration, project management, construction management, or a related field; supplemented by at least 8 years of broad scope, senior level management experience planning and managing public works programs, resources and operations, or
- Master's degree and 6 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Registered Professional Engineer by the State of Florida, or acquire a Florida Professional Engineer's License within 6 months of employment.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Formulates plans, assigns, directs and supervises all of the activities, operations, and personnel of the Public Works Department.
- Provides leadership management principles and processes within the department.
- Provides and initiates recommendations, presentations, and reports on a variety of Public Works functions, projects, plans and operations.
- Develops department-specific policies, in consultation with the County Administrator for maximum utilization of financial and human capital.
- Directs and participates in the development and administration of the departmental budget; prepares reports and recommendations concerning budgetary and staffing requirements.
- Responds to inquiries from the Board of County Commissioners, the County Administrator, the media, and the public, to ensure consistency with County policies, goals, and initiatives.
- Directs contract negotiations for goods and services for Board approval.
- Proposes rules, fees, and policies to the County Administrator pertaining to the department and its operations.
- Maintains close liaison with state and federal regulatory agencies.
- Interacts with various County departments on issues, projects, and events that are interrelated.
- Effectively presents information in writing and orally, to the County Administrator, Board of County Commissioners, other elected officials, and various community groups.
- Attends industry-related conferences and legislative meetings as directed or required.
- Performs other related work as assigned or required.

PUBLIC WORKS DIRECTOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws that govern all operations of the Public Works Department.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to govern the Department in a way that aligns with the County's strategic vision and mission.
- Ability to interact effectively, establishing good working relationships with staff members, other County organizations, agencies, industry leaders, state officials, consultants, contractors, and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to department projects.
- Ability to plan, supervise and coordinate long-range technical and administrative programs.
- Ability to apply computer applications and software.

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Created	EEOC Code	Overtime Code
3/16	Officials & Managers	Exempt