

DIRECTOR, PUBLIC WORKS CIP & PRODUCTION ENGINEERING

Job Code	Pay Grade
16920	SM1

Nature of Work

This is highly responsible administrative, planning, and professional work in directing the Engineering services activities of the Department of Public Works. Work involves responsibility for managing, directing, and coordinating staff and activities of which includes Design and Construction, Right of Way, Planning & Programming, Permitting and Bridges. Work also includes coordination and broad planning necessary to adapt the work programs of the Public Works Department to those of the Utilities Department. The major emphasis of work is on overall administrative planning and coordination requiring the exercise of considerable independent judgment and initiative. Work is performed under the general supervision of the Director of Public Works & Transportation.

Minimum Qualification Requirements

- A four year degree in Civil Engineering or related field and 12 years of professional experience in major Public Works and Civil Engineering functions, projects, and programs that include 5 years in a major supervisory/management capacity; 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.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Registration as a Professional Engineer in the State of Florida (or the ability to obtain State of Florida registration within 12 months of hire).
- Preference to be given to candidates possessing registration as a Professional Engineer in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Directs, coordinates and administers the full range of services necessary for the construction, design, permitting, construction plan and specification preparation, acquisition of all necessary lands, including through Eminent Domain, and contract bid/award of Capital Improvement Program for roads (arterial, collector and local streets), surface water management (drainage, pipe replacements, and miscellaneous environmental), bridges, intersections, and sidewalks.
- Provides technical and administrative support and guidance for the development of projects through the review of engineering evaluations, reports and project correspondence, and attends various meetings such as project status, design presentations, right of way needs, and C.I.P.
- Provides public relations for project development by participation in public information meetings, homeowner association meetings, and through daily contact with citizens by telephone and letters.
- Reviews, approves, recommends for approval, or acts as an agent of the Board of County Commissioners for environmental permits, Florida Department of Transportation permits, construction plans and specifications, additional or contingency services requests, consultant invoices, project advertisement awards of bids, contract addendums.
- Participates in the selection of engineering and architectural consultants for consultant contracts involving, at minimum, roads, drainage, buildings and parks, by membership on the Selection Advisory Committee (SAC).
- Negotiates or participates in the negotiating of agreements between consultants, cities, utility companies or developers and Pinellas County.
- Develops or participates in the development of the road and drainage six year CIP budget primarily in establishing priorities and funding by the Board of County Commissioners.

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(continued)

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Illustrative Tasks (continued)

- Monitors CIP status with development and overview of a computerized Project Management Software Program.
- Performs administrative personnel functions such as, review for approval leave requests (sick, vacation, etc.) for division chiefs; participates in the AA/EEO hiring process by following through with administrative direction, attends Personnel Board meetings to respond to questions regarding Engineering Department agenda items.
- Gives direction and reviews for approval, Engineering Department operating budget which is submitted for review by administration/Board of County Commissioners. Oversees major expenditures throughout the year.
- Facilitates changes or participates in the development of Department policies/procedures by monitoring overall areas such as rule or law changes, production, change orders, additional services requests, post construction conferences, working relations between department/divisions.
- Attends meetings and acts as consulting engineer to the Board of County Commissioners.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of public works and engineering; and of personnel, finance, business administration, and the ability to apply them.
- Knowledge of the use and care of all types of public works and engineering tools, equipment, instruments, materials, and supplies.
- Ability to apply computer applications and software.
- Ability to plan, direct, supervise, coordinate, organize, and inspect public works and engineering plans, programs, and activities.
- Ability to prepare written technical reports, estimates, construction, and cost records.
- Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel in a manner conducive to full performance and high morale.
- Ability to address civic organizations or other public or private groups on subjects relative to public works and engineering programs and projects.
- Ability to establish and maintain effective working relations with subordinates, superiors, municipal officials, and the general public.
- Ability to develop, prepare, and present long range plans and programs relating to the area of responsibility.

For official use only

Revised	EEOC Code	Overtime Code
7/08	Officials & Managers	C