

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Director of Public Works
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Professional work of a difficult and highly responsible nature in connection with planning, coordinating and directing activities of the Public Works of the City. Work involves the application of technical public works and expertise to a variety of complex City projects and includes the exercise of administrative skills to coordinate the activities of various Public Works divisional groups including Construction, Streets Maintenance, Facilities Management, Fleet Maintenance, Water and Sewer, Solid Waste, and Recycling. A major emphasis is on overall administrative planning to effect efficient and effective utilization of facilities, personnel, and equipment. Considerable independent judgment, discretion, and initiative is exercised in carrying out daily operations under the general direction of the City Manager.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and directs the operations of Public Works, overseeing the areas of Construction, Streets Maintenance, Facilities Management, Fleet Maintenance, Water and Sewer, Solid Waste, and Recycling.
- Coordinates the planning, design, and development of major City public works projects.
- Coordinates the review of contracts and specifications for contractors.
- Directs the supervision and inspection of all City and contracted public works projects within the City.
- Develops and oversees budgets for public works projects.
- Administers consultant agreements for services provided to the City by consultants and architects.
- Serves as an in-house consultant to the City and represents the City in dealing with other agencies with respect to public works matters.
- Coordinates public works reports and feasibility studies.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Public Administration, Business, Engineering or related field plus ten (10) years experience in professionally related work, including three (3) years in a highly responsible administrative capacity; or an equivalent combination of education, training, and experience. Registration as a Professional Engineer in the State of Florida is desirable.

Knowledge, Skills, & Abilities –

Thorough knowledge of modern public works principles and practices.

Thorough knowledge of City operations and resources.

Thorough knowledge of laws and ordinances affecting public works projects and operations.

Ability to plan and direct the organization of a large, varied department.

Director of Public Works

Ability to plan and direct the design of complex public works projects.

Ability to administer projects requiring coordination with other internal and external entities.

Skill in coordinating complex public works projects from inception to completion on time and on budget.

Ability to establish and maintain effective working relationships with contractors, architects, city employees, city officials, and the general public.

Ability to communicate and present information clearly, and to deal with public relations problems in an effective, courteous, and tactful manner.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.