

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Public Works Administrator  
**FUNCTIONAL AREA:** Public Works Department

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### **WORK OBJECTIVE:**

Under administrative direction, the purpose of the position is to administer program management and analyses of all Public Works projects. Employees in this classification perform at professional staff level, and are responsible for administrative and professional work assisting the Director of Public Works with the planning, organization and coordination of departmental activities. This position also has considerable responsibility in development and management of departmental data collection and review systems and performance measures. Employee works with a high degree of independence and initiative, however, confers with the Public Works Director on matters involving unusual administrative problems.

### **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.

- Develops, implements and coordinates long-range maintenance and replacement programs for various facilities and equipment, e.g., air conditioning systems, roofing, streets, fleet services, facilities, generators.
- Analyses management data and conducts trend analysis and forecasting.
- Plans, schedules and coordinates departmental personnel, contractors and vendors for various special projects.
- Administers all aspects of various cross-departmental contracts, e.g., contract specification development, contractor and vendor selection, trend analysis, budget management, project management.
- Develops, reviews and coordinates agreements for street repair with other government agencies, e.g., Department of Transportation, Broward County.
- Develops and manages Performance Measurement program, e.g., collects data, program and resource allocation analysis.
- Assists in the preparation of departmental budget; prepares and manages various special capital improvement project budgets.
- Plan, manage and implement special projects, e.g., construction, maintenance services.
- Prepares written reports, memos and correspondence; coordinates activities with legal entities.

## Public Works Administrator

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree in Public Administration or related field; supplemented by over ten (10) years progressively responsible experience in Public Works administration and operations, to include five (5) to seven (7) years experience within a supervisory/management position; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of modern administrative principles, practices and procedures of all phases of Public Works operations and their application to community needs.

Extensive knowledge of the development of Public Works projects and activities, e.g., air conditioning systems, roofing, streets, traffic lights, fleet services, facilities, generators.

Extensive knowledge of all Public Works facilities, equipment, instruments, materials and supplies and their effective utilization.

Ability to understand, follow and direct written and oral instructions.

Ability to exercise sound judgment and discretion in decision making and all phases of responsibilities.

Ability to effectively plan, direct and supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, City officials and the general public.

### PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50-100 pounds).

### ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some work is performed in outdoor/shop environments. Due to the nature and location of this work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

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.