



**DIRECTOR OF PUBLIC WORKS  
JOB DESCRIPTION**

JOB TITLE: Director of Public Works	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 154	DEPT: 4100 Public Works	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Responsible for the daily operation and administration of the Public Works services including streets, drainage, garbage and trash collection/disposal, equipment and vehicle maintenance/repair, facilities maintenance/repair, and grounds maintenance (except for Village parks).

**SUPERVISION EXERCISED:** Supervises the Administrative Assist II or III, Facilities Superintendent, Field Operations Superintendent, and Foreman (Chief Mechanic).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises, directs, plans, and coordinates work programs and projects in all divisions: Streets; Equipment Services; and Facilities/Grounds Maintenance.
- Prepares and submits departmental budgets, reports and policy recommendations to the Village Engineer.
- Conducts and reviews departmental performance evaluations.
- Instructs and trains subordinates by providing in-service training programs; assigns work projects for employees to facilitate career development.
- Gathers labor and material cost estimates for purchasing items and performing services.
- Directs division schedules for routine maintenance.
- Inspects work projects. Oversight and implementation of Sidewalk Inspection Program.
- Responsible for Storm Water Utility.
- Works with GIS to map and maintain the collector application and all repairs and maintenance documented.
- Investigates complaints and requests for services; meets with employees and the general public.
- Coordinates activities with other departments; acts as a liaison with other governmental agencies.
- Implements and oversight of department safety protocol.
- Maintains and promulgates standard operating procedures in accordance with Village policies and procedures.
- Provides supervision and technical assistance in division services and projects.
- Trained in FEMA and emergency management. Responds to emergency situations and performs duties as directed by the Incident Commander.

**OTHER DUTIES:**

- Attends meetings, including Council meetings and advisory board meetings.

- Works with contractors on various project.
- Responds to emergency calls and assigns personnel as needed.
- Performs other related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### Education and Experience:

- Bachelor's degree in Civil Engineering, Public Administration , or a closely related field;
- Prefer five (5) years of progressively responsible experience in construction methods and/or public works;
- Considerable supervisory experience with work crews.
- Any related combination of training and experience.

#### Knowledge, Skills and Abilities:

- Thorough knowledge of practices, procedures, methods, materials and equipment related to public works operations and administration.
- Thorough knowledge and ability to apply the principles and practices of organization, and management, fiscal and personnel administration.
- Thorough knowledge of methods and practices related to maintenance and repair of streets, sidewalks, storm sewers, heavy and light equipment and vehicles.
- Considerable knowledge of engineering as applied to the methods and practices related to sidewalk and street construction, drainage and storm sewer construction and maintenance.
- Knowledge of occupational hazards related to public works operations and projects.
- Knowledge of modern sanitation methods and techniques in collecting and disposing of garbage refuse and debris.
- Ability to supervise and assist work crews in the division operations.
- Ability to develop long term plans and programs, including goals and objectives.
- Ability to effectively meet and deal with the general public and handle customer complaints.
- Ability to solve problems, exercise sound judgment and initiative.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials and the general public.
- Ability to prepare and manage cost and material estimates, and budgets.
- Ability to communicate effectively both orally and in writing.

### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Computer, calculator, survey equipment, telephone, cell phone, scanner, and other related equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference, DMV, background and criminal checks; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB HISTORY:**

Created: 04/22/99

Revised: 08/17/06

Revised: 11/05/08

Revised: 12/31/09  
Revised: 01/31/14