

City of St. Cloud

Classification Description

Classification Title: Public Works Director
Department: Public Works
Class Code: 1007
EEO Category/Function: AA/13

Pay Grade: 203
FLSA Status: Exempt
Review Type: Managerial
Supervisory Position: Yes

General Statement of Job

This is the chief administrative, operational and supervisory position in the Public Works Department. The individual in this position receives general supervision and policy direction from the City Manager or designee his/her, who provides regular informal and formal performance evaluations. The Public Works department encompasses traditional functions including: administration, engineering and inspection, streets, traffic control, vehicle maintenance, and turf and landscape (if not transferred to Parks and Recreation department).

Specific Duties and Responsibilities

Essential Functions:

Plans the administrative work of the department; determines the most appropriate individual or division to perform the work; makes assignment to the appropriate individual, supervisor or superintendent.

Plans public works projects on an annual and multi-year basis; causes staff to participate in the annual and five-year capital and infrastructure improvement planning program; collects and evaluates recommendations and support information; promotes the plan with the City Manager, City Council, and outside groups and agencies.

Provides guidelines for the preparation by staff and division heads of the annual operating budget; passes on projection information to the staff from those in central charge of budget preparation; reviews budget requests and makes changes in substance or priorities as required; recommends a consolidated public works budget to the City Manager.

Supervises the implementation of the approved budget; leads the enforcement of budget limitations on spending; takes remedial action in situation of over-spending.

Establishes standard and values of service delivery among the various programs and projects; communicates and trains personnel to work to these standards; sets design standards for construction and repair work.

Supervises the functioning and operations of public works divisions; acts as a resource to division heads; evaluates departmental service delivery to the maximum extent through measurable indicators of program and service performance.

Reviews for possible approval or revision work prepared including the following: specifications for construction contracts, plans for public improvements, schedules for project maintenance and construction, and priorities of work.

Supervises the function and operations of Department functional areas; acts as a resource to senior department management; evaluates departmental service delivery to the maximum extent through measurable indicators of program and service performance.

Reviews for possible approval or revision work prepared including the following; specifications for construction contracts, plans for public improvements, schedules for project maintenance and construction, and priorities of work.

Implements and enforces City policies throughout the department including personnel rules and regulations; resolves personnel issues and problems among employees.

Develops, implements, and enforces Departmental policies that compliment broader City policies and establish the framework for achieving both the administrative and technical objectives of the Department.

Attends and participates in conferences, meetings, seminars, and workshops set by the City Manager, City Council, and city advisory boards and committees; participates in selected groups and organizations outside City government that impact City work, including those with intergovernmental regulatory or financial aid impacts.

Authorizes the hiring, promotion, discipline and discharge of all department employees.

Conducts personnel evaluations of staff immediately subordinate, including the mutual setting of professional/personal and organizational objectives and the evaluation of performance based on these goals and objectives.

Conducts general department administration.

Writes ordinances, resolutions, agreements, grants, and correspondences.

Performs additional duties as required.

Minimum Education and Training

Bachelor's Degree with an emphasis in Business Management or Public Administration or a related field, **or** any equivalent combination of training and experience **and** considerable, progressively responsible, experience in public works administration or experience in local government management at a supervisory level is desired

Maintenance of a State of Florida State Drivers License and the ability to be insured by the City's insurance Carrier without special provisions is required.

Minimum of three (3) years of experience in government, in a Director **or** Director equivalent position is required

Pursuit of a program of continuing education in public works and engineering management, emphasizing new techniques of infrastructure improvements, equipment innovations, materials usage, and design techniques is desired.

Knowledge, Skills and Abilities

Physical Requirements:

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 regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Mathematics:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

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. The noise level in the work environment is usually quiet.

I certify that the specific duties and responsibilities as described in this classification description accurately reflect the duties and responsibilities of the job.

Immediate Supervisor Signature: _____

Supervisor Name (Please Print): _____ Date: _____

Department Director Signature: _____

Director Name (Please Print): _____ Date: _____

I certify that I have received and read the attached classification description.

Employee Signature: _____

Employee Name (Please Print): _____

Date: _____

Human Resources Director signature: _____

Date: _____