

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Assistant Director of Public Works
DEPARTMENT: Public Works
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs assistant director level work in public works operations and administration. Performs work in the direction and operations of the City's facilities, parks, landscaping, transportation, and capital projects divisions. Position manages a team of associate or technical employees through subordinate supervisors and/or a team of professional employees. Position is primarily focused on directing, managing, coaching, and developing other people. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF 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 classification. 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.

- Provides management oversight of public works operations for the facilities, parks and grounds, transportation, and administrative divisions
- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Approves requisitions, purchasing card transactions, leave requests, and capital outlays
- Reviews specifications, budgets, plans, and proposals for accuracy and completeness
- Prepares bid documents; participates in bid reviews and contractor/consultant selection processes; and prepares agenda items for award of contracts
- Interacts with various City departments, City Officials, regulatory agencies, homeowner/condo associations, residents, businesses, and consultants
- Responds to complaints and resolves associated issues
- Assists and provides management oversight of capital improvement construction projects when needed
- Assists with the preparation and review of the annual departmental budget; monitors expenditures, projections, and transfers

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- Procures equipment and materials
- Monitors the performance of Contractors and Consultants to ensure high quality results, and adherence to plans and specifications
- Evaluates operational processes and procedures, prepares reports, and makes improvements when necessary to ensure effective and efficient operations
- Manages Department's safety program, ensures staff adherence to safety policies and procedures, conducts regular safety meetings and provides training
- Represents the Public Works Department at Commission Workshops, Commission Meetings, Board Meetings, Staff Meetings, and Homeowner/Condo Association Meetings as needed.
- Assumes the role of Department Head in the absence of the Public Works Director
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in construction management, engineering, business, public administration or a closely related field; supplemented by eight (8) or more years' managerial experience in public works, engineering, and/or utilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a valid Florida driver's license, Class E or higher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of the principals, practices, and safety procedures of public works operations
- Advanced knowledge of facility, landscape, park, sport field, and irrigation system construction, maintenance and repair methods
- Advanced knowledge of solid waste and recycling management including residential, multifamily, and commercial collection, hauling, and disposal practices
- Working knowledge of Microsoft Office products (Word, Excel, Outlook, Project, and PowerPoint)
- Working knowledge of transportation and fleet operations, maintenance and repair
- Skill in providing good customer service
- Ability to make decisions in accordance with City/department policies
- Ability to read, interpret and explain ordinances, codes, agreements and related documents
- Ability to quickly and independently learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 30 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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

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

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date