

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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

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**GENERAL PURPOSE:**

Performs director level work in the Public Works department. Plans, prioritizes, implements, and directs the day to day construction, maintenance, renovation, and repair of City owned infrastructure and assets. Position directs a team of associate or technical employees through supervisors and a team of professional employees. Position is primarily focused on directing, coaching, developing and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's strategic goals.

**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.

- Directs, plans, and manages the departmental activities that involve the construction, maintenance, renovation, and repair of City owned infrastructure and assets
- 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
- Directs Public Works projects; consults with the team on special projects or problems of departmental administration; coordinates and implements department projects and work activities in conjunction with other departments, contractors, outside agencies and municipalities, or others as needed
- Administers approved contracts for various services including but not limited to fleet maintenance, garbage and recycling services, emergency debris management/monitoring, janitorial services, and landscape maintenance services
- Develops, administers, and monitors the department's operational and CIP budgets

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- Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; conducts inspections, monitors work environment, and monitors the use of safety equipment; initiates any actions necessary to correct deviations or violations
- Manages oversight of Capital Improvement Projects (CIP)
- Performs administrative functions including the review and approval or disapproval of cost proposals, purchase requisitions, payroll, leave requests, purchase card statements, employee evaluations, disciplinary actions, and agenda items
- Prepares specifications for bid documents, city commission agenda items, weekly/monthly activity reports
- Reviews and evaluates the effectiveness of all public works functions; recommends and implements the necessary changes to improve efficiency and provide for future service needs
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, engineering, public administration, construction management, or related discipline; supplemented by ten (10) or more years' experience in a municipal public works setting that includes progressively responsible public works operations, construction project management, contract administration, budget development, and personnel management; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, class E.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of Occupational Safety and Health Administration (OSHA) construction safety standards and associated safety means, methods, and practices
- Knowledge of laws and ordinances affecting public works
- Knowledge of methods, principles, and practices of capital construction, fleet maintenance, parks and grounds maintenance, facilities maintenance, solid waste and recycling services, emergency management, and public works administration
- Knowledge of operational and capital project budgeting
- Skill in Microsoft Office products (Word, Outlook, and Excel) and government financial programs
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively

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- 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

**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 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**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. Some tasks may involve identifying and distinguishing colors.

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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.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date