

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Public Works Program Manager  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs senior level program management work in the public works department. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

**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.

- Performs complex analytical work related to departmental programs; creates complex reports and presentations
- Prepares correspondence, surveys, spreadsheets, purchase requisitions, and other required documentation
- Prepares and designs brochures, pamphlets, and printed materials for various public works outreach programs
- Meets with business owners, school officials, homeowner's associations, and condo associations to educate them and promote the various programs available to them
- Manages City's solid waste, recycling, and household hazardous waste collection programs; acts as liaison between residents and franchised hauler to resolve issues in an effective manner; provides management oversight of the City's Recycling Internship Program
- Performs periodic evaluations of the City's Community Bus Program and makes recommendations on improving effectiveness of routes, efficiency of bus schedules, and compliance with Federal, State, and Local rules and regulations; resolves rider issues and complaints in an effective and expeditious manner; maintains various ridership databases and communicates with Broward County Transit personnel as needed
- Researches the availability of grant funding for various department projects and programs, prepares and submits grant applications; ensures compliance with grant requirements, keeps associated records, administers grant expenditures, submits reimbursement requests, and prepares necessary documentation to close out completed projects

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- Researches government contracts for potential piggybacking opportunities as needed; contacts vendors and contractors to obtain proposals/quotes for program related needs; administers various Public Works contracts
- Coordinates the development and preparation of the Department's annual program budget and prepares associated forms and documents
- Participates in the RFQ and RFP processes as a member of a contractor/vendor selection and evaluation committee; assists Capital Project staff with the preparation and release of Bids
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, public administration, or related field; supplemented by a minimum five (5) years of directly-related program management experience; equivalent combination of education, certification, training, and / or experience may be considered. Must have a valid State of Florida Class E driver's license.

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

- Knowledge of public works practices and procedures
- Knowledge of basic terms regularly used in public works, mass transit, solid waste and recycling,
- Functional knowledge of all city departments as related to assisting officials and general public seeking direction and solution to special problems
- Knowledge of department and city rules, regulations, policies and procedures
- Advanced knowledge of Microsoft Office products (Word, Outlook, PowerPoint, and Excel).
- Skill in resolving complex problems and independent decision making
- Ability to maintain a high level of confidentiality regarding sensitive information
- Ability to organize and prioritize work
- Ability to quickly and independently learn new software
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to clearly communicate, compose, 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 in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 40 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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**ENVIRONMENTAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 40 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**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)

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date