JOB TITLE: PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

GENERAL DESCRIPTION

Highly responsible, professional, administrative managerial position directly reporting to the City Manager involving planning, organizing and directing the activities of the Public Works Department. Plans, directs, organizes and controls all aspects of the Public Works Department which is comprised of administration, building and grounds, fleet, streets and drainage, water treatment and distribution and wastewater treatment and collection. Prepares and supervises the department’s annual budget and is responsible for developing, promoting, and implementing the department’s capital improvement plan. Responsible for coordination with the City’s consulting engineers, planning consultants. Requires considerable independent judgment and discretion in directing the daily operations of the department. This position is essential in performing Emergency Management functions as directed by the City Manager.

ESSENTIAL FUNCTIONS

1. Responsible for planning, directing, and supervising the Public Works Department including hiring, overseeing training, employee evaluations, discipline, and other supervisory duties as needed.

2. Assists as needed in the consideration and development of proposals for bargaining unit negotiations; reviews, researches and evaluates proposals submitted by the bargaining unit and formulates a recommendation.

3. Responsible for assuring maintenance of all city owned property including buildings, grounds, utility infrastructure, preventative maintenance necessary for city-owned vehicles and mechanical equipment, including replacement schedules; develops Capital Improvement Plan for new or rehabilitation projects related to City property.

4. Assists in the management of the Community Redevelopment Master Plan through capital projects, ongoing maintenance programs, redevelopment grant programs, and completing studies and reports as needed.

5. Directs the development, administration and review of the departmental budget and exercises control over expenditures; prepares the budget and evaluates the need for and recommends the addition of new personnel, material, facilities, and equipment; oversees grant applications and programs related to the department. Budgetary responsibilities include assigned divisions in the General Fund, Water, Wastewater and Stormwater Utility Funds.

6. Develops specifications and bid documents for a variety of public works related design, construction, and maintenance projects; evaluates bid submissions, recommends contract awards and reviews and approves contractor performance; assists with contract preparation and other negotiations with contractors, consultants, and other governmental organizations that provide services to Holly Hill; coordinates with the City’s consulting engineers relative to department activities; issues and reviews requests for proposal and requests for qualifications.
7. Attends City Commission meetings, city board meetings and intergovernmental meetings as required and staff meetings and conferences as necessary.

8. Reviews citizen complaints and further investigates such complaints, including on-site visits as necessary to ensure proper action is taken regarding public facilities.

9. Responds to inquiries from City officials, County and State personnel, and concerned citizens whether in person, by telephone, or by correspondence; coordinates activities with other departments as required; makes periodic on-site inspection of work in progress or work completed.

10. Essential in emergency management during crisis, natural disasters, storm events and other emergencies as needed; responsibilities as an essential personnel staff member during emergency operations, including pre and post event activities; reviews, maintains and implements the departmental emergency plan.

11. Performs other related duties as directed and required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required).

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of budgetary development, administration and control.
- Ability to prepare written reports and keep records.
- Ability to organize, direct and coordinate a variety of public services.
- Knowledge of principles, practices, techniques and equipment used in modern public works administration.
- Ability to read and interpret manuals, blueprints, maps, legal documents and engineering plans.
- Knowledge of methods, practices and techniques of engineering drafting and design.
- Knowledge of managing capital improvement projects and ability to plan and organize large complex projects.
- Knowledge of municipal rights of way and application of knowledge for street maintenance and repair.
- Knowledge of hydrology and application of knowledge to adequately convey and treat stormwater.
- Knowledge of practices, policies, and procedures for supervision of water treatment plant and distribution systems.
- Knowledge of practices, policies, and procedures for supervision of waste water treatment facility, lift stations, and collection systems.
- Ability to communication effectively both verbally and in writing.
- Ability to plan, organize, direct, and evaluate the work of others.
- Ability to train and instruct others.
- Ability to establish and maintain effective working relationships with subordinates, city staff, county and state personnel, contractors, consultants, public officials and the general public.
- Knowledge of laws, regulations and ordinances relating to departmental activities for Community Redevelopment areas.
- Computer experience using various software programs to include HTE, Microsoft ACCESS, EXCEL and WORD.
EDUCATION AND EXPERIENCE

Bachelor’s degree in Public Administration, Business Administration, Engineering, Engineering Technology, or related field. Considerable managerial and supervisory experience in administration for a municipal or county public works department or division. Experience in grants administration is desired.

- Working knowledge of ArcGIS system is desired.
- Drafting skills utilizing AutoCad software desired.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Florida Driver’s License
- Emergency Management Certificates desired

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Walking
- Standing
- Kneeling
- Bending
- Stooping

ENVIRONMENTAL CONDITIONS:

- Work is performed in an inside office environment, but also includes work outdoors and may be exposed to loud noises and adverse weather.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability).

RESIDENCY REQUIREMENTS:

In accordance with the City’s Charter, all employees shall reside within Volusia County, Florida, or if outside of Volusia County, Florida, within thirty (30) driving miles of the municipal limits of Holly Hill, Florida.

Revised June, 2017