



City of Mexico Beach

Job Description

Position: Public Works Director

FLSA Status: Non-Exempt

Job Summary:

Responsible administrative, planning and supervisory work, in directing all activities of the Public Services Department including facilities maintenance, sanitation, parks and recreation, canal dredging, vehicle maintenance, streets, water and sewer utilities functions. Work is performed under the administrative direction of the City Administrator.

Major Duties and Responsibilities:

- Supervises the Public Works Department; plans, assigns and directs the employees through the subordinates.
- Develops plans and projects for the Public Works Department such as: short and long range goals; capital improvements as well as maintenance update scheduling.
- Makes out work schedules. Supervises work in progress.
- Analyzes the budget and makes adjustments. Prepares recommendations for the upcoming year.
- Inspects work done for the City by outside construction companies.
- Directs the placement, training, promotions, discipline and evaluations activities of all Public Works employees.
- Prepares specifications for bid work and selection.
- Meets with citizens and answers and investigates complaints.
- Attends meetings and workshops.
- Prepares specifications for bid requests.
- Performs code enforcement duties as required.
- Performs any other duties that maybe required form time to time.

Job Requirements:

Knowledge, Skills and Abilities:

- Knowledge of all phases of Public Works, facilities maintenance, water, waste water, and streets and drainage.
- Knowledge of the equipment, tools and supplies required to accomplish all operations. Knowledge of GIS, auto cad and other computer systems.
- Ability to plan, direct and coordinate a wide range of public works systems and activities.
- Ability to supervise a large number of employees through divisional supervisors.
- Ability to create a positive image to the public relative to Public Works programs.

- Ability to read and interpret plans and specifications for design and construction projects.

Education and/or Training (Preferred)

- Four year Degree in Engineering or related field.
- 5 years experience in progressively responsible supervisory position in a Public Works Department.
- Valid Florida Driver's License, (Class to be determined upon employment).
- Class C Drinking water operator license.
- Class C Wastewater operator license.
- Class 3 Water Distribution license.
- Class C Sewer Collection license.
- Class C Stormwater license.

Community Relations Functions:

Work Environment:

Physical Demands:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Works inside in an office environment and occasionally outside reviewing and supervising work.

Tools and Equipment:

Supervision Received and Exercised:

Pay Grade: 119

Disclaimer:

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

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.