

City of Dunedin, Florida
Class Description

JOB TITLE: Director of Public Works
Public Works Department

GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and supervises, either directly or indirectly, multiple divisions of the Public Works Department, including the stormwater utility, streets, solid waste management, facilities maintenance, traffic, and fleet services, ensuring compliance with all applicable policies, procedures, laws and regulations and the provision of quality, uninterrupted services to the citizens of Dunedin. Performs related professional and administrative work as directed. Reports to the Deputy City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Oversees all functions, either directly or indirectly, related to the stormwater utility, streets, solid waste management, facilities maintenance, traffic, and fleet services. Determines the major work elements or project tasks for department sections, and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.

Supervises and/or oversees department professional, supervisory, field, and clerical personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Develops and implements department policies and procedures; ensures department compliance with all applicable policies, procedures, laws, regulations, codes, ordinances and permitting requirements.

Develops and administers the department's annual budget; monitors and approves all expenditures.

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Coordinates the department's interaction and assistance with other City departments, County departments, other governmental and private agencies, the City Commission, and the public.

Prepares Commission agenda items for approval; attends all Commission meetings.

Oversees the development of the annual and six-year capital improvement program.

Oversees contract documents prepared by staff and consulting engineers.

Develops and implements various government programs, including recycling programs.

Advises the Deputy City Manager on a variety of related topics.

Administers grants received for program / project funding.

Receives and reviews reports from division heads; makes recommendations and/or takes action as appropriate. Compiles data for and prepares a variety of required reports, records and correspondence.

Develops and implements effective public relations efforts for the department. Receives and responds to public inquiries, concerns and complaints regarding department activities; provides information to the public regarding department functions through public speaking engagements, media appearances, meetings, etc.

Represents the department on various City and community committees as appropriate.

ADDITIONAL JOB FUNCTIONS

Performs duties of the Deputy City Manager in his / her absence, as directed.

Performs routine administrative / office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Civil Engineering, Biology / Microbiology, Chemistry, Environmental Sciences, or other relevant field, supplemented by a minimum of ten years of progressively responsible experience in public works and/or utilities, seven of which have been in a supervisory capacity.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Director of Public Works. Must be knowledgeable of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities in the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of facilities management, urban infrastructure design and maintenance, waste management, and other areas under supervision. Has knowledge and skills required in determining needs of the City and ensuring that those needs are met. Fully understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to work under moderately stressful conditions by balancing multiple projects within the constraints of available time, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times and deal with sensitive situations with tact and diplomacy. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

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Data Utilization: Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories, management principles and economic analysis. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budgets, and knows how to prepare and monitor those budgets.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate department activities with other City departments and government / private agencies, in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to supervise, motivate and evaluate the performance of a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, and related computer software.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to apply advanced algebraic / calculus concept and algorithmic / modeling techniques in areas such as engineering design and alternative cost analysis; to use principles of probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Must be able to take the initiative to complete all the duties of the position without direct supervision. Has the ability to plan, organize and prioritize daily assignments/ work activities.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions. Some field related activities may require temporary and periodic exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Deputy City Manager

4/15/2022
Date