

City Of Dunedin, Florida
Class Description

Position Title: **Public Works and Utilities Director**
Public Works and Utilities Department

General Description Of Duties

Under administrative direction, plans, directs and supervises multiple divisions of the Public Works Department, including water/wastewater/reclaimed water, stormwater utility, engineering, streets, solid waste management, facilities maintenance, utility billing, 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. Serves as City Engineer. Signs and seals work performed under responsible charge. Performs related professional and administrative work as directed. Reports to the City Manager and/or Assistant City Manager.

Specific Duties And Responsibilities

Examples Of 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 incumbent(s) of any particular position.

Oversees all functions related to water/wastewater/reclaimed water, stormwater utility, engineering, 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 department professional, engineering, supervisory, and clerical personnel. Includes the Assistant Director of Public Works & Utilities, division directors within the department, and the Engineering Section staff as City Engineer.

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. Interprets City codes for City personnel, outside agencies, contractors, developers, and permittees, as well as the general public. Executes permit applications as an authorized representative of the City to regulators.

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

Coordinates the department's interaction and assistance with other City departments, County departments,

Public Works And Utilities Director, Public Works and Utilities Department

other governmental and private agencies, the City Commission, and the public.
Supervises the development of the annual and six-year capital improvement program.

Reviews design and contract documents prepared by staff and consulting engineers.

Develops and implements various government programs, including recycling and reclaimed water programs.

Advises the City Manager and/or Assistant City Manager on a variety of related topics.

Administers grants received for program/project funding.

Receives and reviews reports from division directors; 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

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Prepares Commission agenda items for approval; attends City Commission meetings as required.

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.

Perform related duties as required.

Minimum Training And Experience

Requires a bachelor's degree in civil engineering, environmental engineering, or other relevant field supplemented by a minimum of ten years of progressively responsible experience as a city engineer or director of public works & utilities; seven of which have been in a supervisory capacity.

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

Special Requirements

Must possess a valid Florida driver's license.

Must be a licensed Professional Engineer in the State of Florida.

Performance Aptitudes

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.

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.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information.

Mathematical Aptitude: 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.

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.

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.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Performance Indicators

Knowledge of Work: 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 and Utilities and City Engineer. Must be knowledgeable of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities in the position. Is able to plan detailed and complex programs and activities and implement same. Has comprehensive knowledge of the principles, theories, practices and methodologies of civil engineering, utilities engineering, environmental engineering, 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. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the

Public Works And Utilities Director, Public Works and Utilities Department

knowledge in creative and intuitive ways to solve unique problems. 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 coordinate department activities with other City departments and government/private agencies, in order to accomplish goals and complete projects. 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 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. 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 and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Has knowledge of and skill in the use of modern office equipment, including computers. 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. 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.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identify issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implement decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offer suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contribute to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasize the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establish priorities for the completion of work in accordance with sound time-management methodology. Avoid duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attend required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provide adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinate, audit, and control manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

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

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Public Works And Utilities Director, Public Works and Utilities Department

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. Strive to ensure that established policies enhance same.

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.

Approved:

Assistant City Manager

Date