

# **CITY OF SATELLITE BEACH**

## **JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS DIRECTOR**

**DEPARTMENT: PUBLIC WORKS**

### **GENERAL DESCRIPTION:**

Responsible administrative, planning and supervisory work, in directing all activities of the Public Works Department including facilities maintenance, vehicle maintenance, streets and drainage. Work is performed under the administrative direction of the City Manager.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supervises all the divisions of Public Works; plans, assigns and directs the employees through the subordinates.
2. Develops plans and projects for the Public Works Department such as: short and long range goals; capital improvements as well as maintenance update scheduling.
3. Makes out work schedules. Supervises work in progress.
4. Performs engineering and other technical functions.
5. Analyzes the budget and makes adjustments. Prepares recommendations for the upcoming year.
6. Inspects work done for the City by outside construction companies.
7. Directs the placement, training, promotions, discipline and evaluations activities of all Public Works employees.
8. Prepares specifications for bid work and selection.
9. Meets with citizens and answers and investigates complaints.
10. Attends meetings and workshops.

(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 all phases of public works, facilities maintenance, recreation, sanitation, and streets and drainage.

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**KNOWLEDGE, SKILLS AND ABILITIES:** (Continued)

- Knowledge of the equipment, tools and supplies required to accomplish all operations.
- 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.

**EDUCATION AND EXPERIENCE:**

High School graduation or possession of an acceptable equivalency diploma. Five (5) years experience in progressively responsible supervisory position in a Public Works Department. Two (2) years of supervisory experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Drivers License

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment and occasionally outside reviewing and supervising work.

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