



ASSISTANT DIRECTOR, PUBLIC WORKS

FLSA: Exempt

Grade 38 \$87,167.85 - \$139,468.57

GENERAL DEFINITION

Position assists in all aspects of administration, direction, and management of the City's municipally administered public works functions. Areas of responsibility include, but are not limited to, solid waste management, delivery of potable water, wastewater collection, streets and stormwater management, fleet maintenance, parks maintenance building maintenance and administration, and capital projects management. Employees in this classification may primarily be assigned to the function of operations or administration, however, are knowledgeable and equipped to support all department functions as needed.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Assists with administering the City's public works functions in compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work.
- Assists in preparation and administration of the department's annual operations budget; ensures adherence to and compliance with established budgetary parameters.
- Manages purchasing activities and payroll administration for the department.
- Develops and recommends operating policies and procedures to ensure regulatory compliance, improve operational performance, and efficiently administer budgeted funds.
- Represents the department, Director and City in meetings, conferences, and professional association forums as directed.
- Participates in comprehensive review and evaluation of the City's public works function; provides recommendations for improving efficiency and systems for future service needs.

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- Conducts planning research and other special projects as requested by the Director regarding public works services and capital development needs and City growth and development initiatives.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Receives and responds to inquiries and concerns from the general public, local business and regulatory agencies; researches and provides response and resolution accordingly.
- Manages contract for services agreements with the State of Florida, Broward County and private sector consultants.
- Assists in preparation of plans, specifications, selection criteria, competency of contractors.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the City's public works development goals, objectives and initiatives.
- Maintains current knowledge of trends and developments in the various technical disciplines for application to functions under charge, e.g., water/wastewater management, streets and stormwater management, solid waste management, parks maintenance, building maintenance and administration, and fleet management.
- Compiles, tracks, and analyzes performance measures for computation of water loss for water distribution system and inflow and infiltration for wastewater system, with the ability to write detailed reports concerning the administration of both performance measures.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the organization, management, and administration of a multi-function department of technically diverse disciplines.
- Substantial knowledge of the municipal services, public utilities, building administration, and capital projects management principles and practices applied to municipal public works.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects.

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- Considerable knowledge of legislation affecting public works planning and growth management as applied to current and projected demographic trends relevant to Florida.
- Considerable knowledge of the development functions of municipal and county government, including the Broward County Department of Planning and Environmental Protection, South Florida Water Management District and other departments in the City.
- Considerable knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, manage and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding provision of municipal services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Business or Public Administration, Engineering, Construction Management, or related field; five (5) years progressively responsible experience in municipal public works functions, the majority of which shall be acquired in a supervisor or management capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities;

OR

High school diploma with fifteen (15) years of relevant experience which includes (5) years progressively responsible experience in municipal public works functions, or related governmental functions, the majority of which shall be acquired in a supervisor or management capacity with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

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I have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval/Date
Civil Service Rule Sec 2-96