City of Bradenton
Job Descriptions

Job Title: PUBLIC WORKS & UTILITIES DIRECTOR

Date Prepared: March 30, 2006

Department/Location: Public Works and Utilities – Executive Division

FLSA Status: Exempt

Bargaining Unit: None

Classification: Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.

Schedule: This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.

Supervision Exercised: Section Managers, Assistant Director

Supervision Received: Mayor, Council and City Administrator

General Purpose of the Position: To plan, direct, manage and oversee the activities, projects and operations of the Public Works and Utilities Department including engineering, facilities maintenance, fleet services, landscape and grounds services, purchasing, solid waste services, streets and drainage facilities maintenance and water, sewer and reclaimed water utilities; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator's office.

Essential Duties and Responsibilities:

- Assume full management responsibility for all Public Works and Utilities Department services and; recommend and administer policies and procedures.
- Direct the development and implementation of Public Works and Utilities Department goals, objectives, policies and priorities for each assigned service area.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works and Utilities Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate Public Works and Utilities Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as one of the City's resource for technical engineering expertise.

- Oversee and participate in the development and administration of the Public Works and Utilities Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend Public Works and Utilities Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works and Utilities Department to other city departments, elected officials and outside agencies; coordinate Public Works and Utilities Department activities with those of other departments, outside agencies and organizations.
- Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
- Represent the Public Works and Utilities Department to the general public, coordinate / facilitate Public Works and Utilities activities with public service needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

Knowledge of:

- Operational characteristics, services and activities of a comprehensive public works program.
- Management skills to analyze programs, policies and operational needs.
- Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- Principles and procedures of facility maintenance.
- Principles and practices of program management, development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluations
- Current Human Relation and employee labor law issues.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Public Works Department.
- Determine the feasibility of various municipal projects.
- Coordinate design, construction, inspection, and maintenance activities for a variety of projects.
- Identify and respond to community issues, concerns and needs.
- Develop and administer goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.
- Maintain effective audio-visual discrimination and perception needed for making observations, reading and writing, operating assigned equipment and communicating with others.
- Maintain mental capacity which permits making sound decisions, using good judgement and demonstrating intellectual capabilities.

Equipment Used: Computer and office equipment. May be asked to drive non-CDL vehicles. Incumbent will not be asked to operate CDL-class vehicles. Safety equipment is provided.

Education and Experience Required: Bachelor's Degree in Civil, Environmental, or related Engineering; or Public Administration. Ten (10) years of progressively responsible managerial experience in the public works, engineering, or related fields. Master's Degree in related field is preferred.

Environmental Conditions: Work is primarily performed indoors. Occasional outside exposure to varying and extreme weather conditions for short periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort may be required to enter confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions. Good driving record and valid Florida driver's license.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position.

Pay Grade: 133 **Salary Range: Minimum:** $40.50/hour **Maximum:** $60.75/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** 12-29-16

Human Resource Manager _____ **Date** 1/11/17

*Updated July 13, 2006
**Updated March 2014
***Updated Nov 2015
****Updated Dec 2015