



TOWN OF LOXAHATCHEE GROVES, FLORIDA
155 F ROAD, LOXAHATCHEE GROVES, FL 33470
(561) 793-2418

JOB TITLE: Assistant Director of Public Works

POSITION STATUS: This is an exempt full-time position.

POSITION SUMMARY: The purpose of this position is to assist in directing operations of the Public Works Department, including Administration and Field Operations which includes (SCADA, Telemetry, Canal Gate, Pumping System, Road Maintenance, Mowing, Drainage and Equipment maintenance) and to provide professional project management services and coordinate/monitor construction activities for the Public Works department. This position reports to the Director of Public Works.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following represents the core duties performed by the position but are not meant to be all inclusive or prevent other duties from being assigned when necessary.

1. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
2. Assists in directing operations and activities of the Public Works Department, including Administration and Field Operations which includes (SCADA, Telemetry, Canal Gate, Pumping System, Road Maintenance, Mowing, Drainage and Equipment maintenance); coordinates, organizes and monitors division activities; supervises division leaders; organizes, prioritizes, and assigns work; monitors status of work in progress; inspects completed work; troubleshoots problem situations.
3. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
4. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; executes city ordinances and enforces building codes; initiates any actions necessary to correct deviations or violations.
5. Consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.
6. Consults with Director of Public Works, Town Manager, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.
7. Assists in preparing and administering departmental budget; monitors division budgets; assists in authorizing and monitoring expenditures and overtime, determining manpower needs, and seeking funding sources.
8. Manages department operations; assists in developing/implementing long/short term goals, plans and objectives; designs, implements and evaluates new programs; assists in establishing/implementing policies and procedures; assists in setting department performance standards and monitoring performance of each division; assists in setting/monitoring department service levels; resolves internal problems with division heads.
9. Develops, updates, and implements departmental policies and procedures.

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10. Coordinates or conducts special projects/assignments as needed.
11. Provides information, assistance and technical expertise to contractors, developers, and property owners; responds to questions, concerns, or complaints and initiates problem resolution; discusses problem areas with property owners, property managers, contractors, or other departments; provides technical assistance and consultation to other city departments.
12. Meets with citizen groups, community organizations, and interested entities concerning town projects as needed.
13. Compiles or monitors various administrative/statistical data pertaining to department operations; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.
14. Prepares or completes various forms, reports, correspondence, computations, budget documents, performance appraisals, or other documents.
15. Receives various forms, reports, correspondence, computations, budget documents, invoices, requests for payment, technical codes, ordinances, regulations, specifications, standards, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
16. Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.
17. Operates a variety of equipment and tools associated with inspection activities, which may include a motor vehicle, radio communications equipment, projector, blueprint copier, drafting instruments, or general office equipment.
18. Communicates with city officials, employees, other departments, government agencies, engineers, architects, developers, contractors, property owners, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice or direction.
19. Covers for Department Director in his/her absence.
20. Attends various meetings, serves on committees, and makes speeches or presentations as needed.
21. Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
22. Provides resources for administrative/technical training to staff members through seminars, including project management, planning and control systems for construction management, or other topics.
23. This position is on call 24 hours a day, 7 days a week and is expected to respond to the worksite after hours and on weekends when necessary.

ADDITIONAL FUNCTIONS:

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

24. Provides assistance to other employees or departments as needed.
25. Performs other related duties as required.

SUPERVISION AND GUIDANCE: This position work is under the direct supervision of the Director of Public Works

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SKILLS, KNOWLEDGE AND ABILITIES: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations. The ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. The ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division. Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

EDUCATION: Associate degree with course work emphasis in business management, civil engineering, or closely related field; supplemented by six (6) years previous experience and/or training that includes public works administration.

CERTIFICATIONS: Must possess and maintain a valid Florida driver's license.

ENVIRONMENTAL CONDITIONS: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

KEY COMPETENCIES: Integrity, Confidentiality, Interpersonal Skills, Communication (oral and written).

PHYSICAL DEMANDS: Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 50 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing. Tasks may require extended periods of time at a computer keyboard or workstation.

PAY RANGE: \$ 70,000.00 to 80,000.00 (generally hiring at a starting salary of up to the approximate midpoint of the range)

ACKNOWLEDGEMENTS: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Town of Loxahatchee Groves is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, Loxahatchee provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

REVIEW AND APPROVALS:

Employee Signature _____ Date: _____

Supervisory Signature _____ Date: _____

