

City of Dunedin, Florida
Class Description

JOB TITLE: Assistant Director of Public Works
Public Works Department

GENERAL STATEMENT OF JOB

Leadership position that directly manages the Divisions of Facility Services and Public Services and assists with management of the Divisions of Fleet Services and Sanitation & Recycling. Under general direction, plans, directs and supervises, and ensures operations are in compliance with all applicable policies, procedures, laws and regulations and the proper administration of these Divisions. Ensures the safety of residents, employees and visitors by providing for a safe environment in the right of ways and within City maintained facilities. Develops and supports the activity based budget and annual work plan and performs related administrative work as required. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

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 incumbents(s) of any particular position.

Directs all field and office functions, ensuring compliance with all applicable policies, procedures, laws, safety and health regulations, and permitting requirements. Provides daily managerial oversight of the Public Services and Facility Services Divisions of Public Works (i.e. Stormwater Utility, roadway and traffic operations, and facility maintenance including custodial services).

Provides leadership and guidance to department/division personnel, including supervisory, technical and clerical employees. Management and supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee issues; and recommending and approving disciplinary action, employee transfers, promotions and discharge.

Ensures the provision of adequate training, including safety training and specific training for trades and public works fields, for department/division personnel.

Reviews the work of subordinates for completeness and accuracy and adherence to annual work plan; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

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Develops and administers the Division operating and capital budgets; program and activity-based budget, annual work plan, and monitors and approves all expenditures. Manages multiple service and CIP contracts.

Assists the Director with the development and implementation of department policies and procedures; ensures department compliance with all applicable policies, procedures, laws, regulations, codes, ordinances and permitting requirements.

Participates in long-range planning activities, including the construction, repair and maintenance of City facilities, improvements to streets and the stormwater utility systems, and maintaining regulatory compliance of all traffic control operations.

Ensures the proper maintenance of systems and facilities; determines the labor, equipment and materials required for construction, maintenance and repair projects.

Ensures the availability of adequate and properly functioning equipment, tools and materials for daily tasks assigned to Division personnel and those needed to properly respond to emergency situations.

Coordinates Division projects and activities with other City departments, agencies, contractors, and consultants. Coordinates closely with the Engineering Division to ensure capital programs are implemented and appropriately funded.

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services; makes public presentations to inform customers of various division programs and services. Assesses field conditions and makes recommendations on resolution of field situations.

Ensures that all applicable regulatory requirements are met.

Compiles data for and prepares a variety of required reports, records and correspondence.

Enters computer data; uses computer and software applications to produce routine reports, spreadsheets, and presentation materials as well as project management documentation.

Coordinates Division's participation in disaster preparation and recovery operations. Participates in and staffs the emergency operations center when activated and directed.

Coordinates City's permit requirements as it relates to the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Stormwater Sewer Systems (MS4) permit. Prepares reports and makes formal presentations to the City Commission on Division and/or Department items.

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

ADDITIONAL JOB FUNCTIONS

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, reviewing mail, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in public administration, business administration, engineering or closely related field, with ten years of public and/or private sector experience in public works, and a minimum of three (3) years of supervisory experience. Work experience should include a combination of at least three (3) years in the following: Stormwater, Facilities and/or Roadway Management.

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

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license with a good driving record.

Certification in one or more of the following is preferred but not required: American Public Works Association (APWA) Certified Public Works Professional- Management and/or Supervision; APWA Certified Stormwater Manager; other similar certifications from accredited agencies will be considered including, Florida Certified Public Manager (CPM), Florida Department of Environmental Protection (FDEP) Stormwater, Erosion & Sediment Control Inspector Certification, Florida Department of Transportation (FDOT) certifications, and Florida Stormwater Association (FSA) Stormwater Operator Certifications.

Certifications from the Federal Emergency Management Agency (FEMA) Disaster preparedness/recovery or Emergency Management Institute Incident Command System (ICS) courses are desired and will be required within the first year of employment.

Must be able to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential operations of all Public Works operations, maintenance and repair including; building facilities, stormwater infrastructure, drainage, roadway infrastructure, signs, signals, and custodial. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of asset and maintenance management. Has comprehensive knowledge of the principles, theories, practices and methodologies of maintenance and repair, and other fields applicable to the requirements of the position. 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 work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Understands and manages work load prioritization. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, read, write, and understand the English language.

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

Delegation: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel, provides opportunities for leadership skill development, builds confidence and assist individuals in personal and professional growth. Demonstrates confidence in assigned personnel to meet new or additional expectations.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness and efficiency of functions. Employs imagination and creativity in the application of duties and responsibilities. Welcomes suggestions and changes that support achievement of goals and objectives.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and

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utilize various financial information necessary in the preparation of division budgets (line item and activity/program based), and knows how to prepare and monitor budgets. Is able to extract data from various software applications for use in decision making.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate division activities with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. 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 employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, printer, copier, calculator, telephone, audio-visual equipment, small hand tools, etc. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily and long-term assignments and work activities.

ADA COMPLIANCE

Physical Ability: 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 (5-10 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

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Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are occasionally performed with exposure to adverse weather and environmental conditions; field tasks may require exposure to toxic/poisonous agents and noise extremes.

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.


Public Works Director


Date