

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 627

ASSISTANT PUBLIC WORKS DIRECTOR

GENERAL

Highly responsible administrative and supervisory work assisting in the direction and coordination of the Public Works Department. Work is performed under the general supervision of the Public Works Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with the development of departmental policies and regulations; determines standards to evaluate effectiveness of departmental management operation and policy; initiates support programs to facilitate increased efficiency; coordinates departmental activities with other departments of the city government.
- Plays a key role in the preparation and implementation of division budgets including establishment of fiscal controls.
- Assists Division managers in developing work plans and scheduling of work.
- Oversees personnel issues within the department including labor relations.
- Makes reports concerning personnel and activities
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors with section managers the progress of the department's strategic plan goals, initiatives and objectives
- Reviews and revises rules, policies and procedures.
- Develops and/or reviews documentation for presentation to City Commission's consideration and approval
- Assists the Public Works Director in coordinating and/or negotiating cooperative activities among governmental agencies, as well as private entities, requiring City cooperation.
- The employee will also be responsible for grants management and acquisition. This involves establishing grant policies and procedures; determining availability and sources of grant funds; coordinating and completing grant applications
- Monitors Capital Improvement Project (CIP) Program
- Serves as the departmental liaison to all boards and committees the department is assigned.
- Acts as director of the department in the absence of the Public Works Director
- Assists in planning and directing the activities involved in the maintenance of public buildings, streets, canals, beaches, lands and vehicles.
- Assists division activities through review of work plans, conferences and inspections.
- Conducts research/analysis and special projects on an ongoing basis on a variety of operational and management issues.
- Supervises subordinate and/or support staff.
- Represent Department when City's Emergency Operations Center is activated during recovery operations
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of all phases of public works and engineering.
- Considerable knowledge of the equipment, tools and supplies required to accomplish all operations.
- Proficient in Use of Microsoft Office Suite Software.
- Ability to plan, direct and coordinate a wide range of public works systems and activities.
- Ability to create a positive image to the public relative to public works programs.
- Ability to effectively speak in public and make presentations.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering. Masters Degree in Business, Engineering Management, or Public Administration is desirable. Extensive management experience in all phases of municipal public works. 10 years experience is desirable.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal and tablet computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move through rough terrain at job sites. Ability to climb ladders.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid appropriate driver's license.

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FLSA: Exempt

GERS: Regular

Non- Bargaining

CLASSIFICATION PLAN: 50/34

LOCATION: Public Works