

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 625**

**PUBLIC WORKS DIRECTOR**

**GENERAL**

Responsible administrative work directing the following divisions: general government buildings, central garage, sanitation, motor pool operations, street maintenance, grounds maintenance, animal control, building maintenance, cemetery, riding stables, pier administration and air park. Work is performed under administrative direction.

**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.)

Plans, reviews and supervises departmental policies, programs and operations through work activity supervisors. Prepares work plans and projects for all maintenance operations.

Supervises the activities involved in the maintenance of public buildings, streets, canals, beaches, lands and vehicles.

Coordinates work activities with other City programs and projects. Evaluates work activities through review of work plans, reports, conferences and inspections. Prepares and reviews performance evaluations, initiates disciplinary actions, makes selection of qualified personnel to fill vacant positions.

Confers with contractors and other interested parties relative to programs and projects.

Attends advisory board meetings (cemetery, community appearance, golf, parks and recreation and air park).

Evaluates requests for additional streetlights, reviews and presents to the City Commission agreements with county and state for street lighting systems.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of methods, materials and techniques used in public works operations. Knowledge of the equipment, tools and supplies required to accomplish all operations.

Ability to direct and coordinate maintenance operations. Ability to supervise a large number of employees through divisional supervisors.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Engineering. Extensive supervisory experience in public works construction and maintenance.

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 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.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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