



*The City Beautiful*

## **City of Coral Gables Job Description**

<b>Job Title:</b>	Public Works Director	<b>Prepared Date:</b>	01/2014
<b>Department:</b>	Public Works	<b>Approved By:</b>	Elsa I. Jaramillo-Velez
<b>Classification:</b>	1025		Patrick Salerno
<b>Pay grade:</b>	43E		
<b>FLSA:</b>	Exempt		



### **Summary**

Directs and oversees activities of the Public Works Department which includes constructing maintaining, permitting, and inspecting City rights of way such as streets, sidewalks, sanitary sewers, storm water utility and waterways, constructing and maintaining all City owned buildings and grounds and capital improvement programs. The Department is composed of the following divisions: engineering, storm water, streets and waterways, sanitary sewer (collection only), facility maintenance and automotive.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs, supervises, plans, coordinates and instructs all divisions and personnel within the Public Works Department to include engineering, architecture, facilities maintenance, streets and waterways, sanitary sewer, storm water utility and central in order to meet the City's infrastructure needs.

Directs the activities of architectural, engineering, and other consultants.

Directs the preparation of the budgets on the divisions of the Public Works Department and implements procedural and operational requirements as needed.

Oversees the preparation and administration of the multi year capital improvement plan.

Assists the City Manager with special projects such as acquisition of Fire Station sites and requests by the Commission.

Coordinates all mutual aid needs by networking and developing mutual aid contacts ensuring sufficient resources needed during emergencies are available.

Establishes suitable training for personnel through the creation and implementation of in-service and external training programs ensuring that properly trained personnel are performing the work required.

Coordinates work activities of the Public Works Department with other work programs and projects.

Inspects work performed by Public Works' personnel, consultants and contractors.

Maintains and promulgates necessary Departmental rules and regulations in accordance with City rules and regulations. Investigates and attempts to adjust personnel problems which may arise.

Establishes and maintains effective working relations with subordinates, superiors and the general public.

Attends and participates in conferences and meetings of departmental heads, committees and the City Commission.

Meets with public groups such as homeowners' associations, commercial property associations, merchant associations, advisory boards and the Chamber of Commerce.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

The incumbent must possess broad knowledge of advanced and professional specialized disciplines such as engineering, architectural and public administration. Knowledge of the use and care of all types of public works and engineering tools, equipment, instruments, materials and supplies is necessary. The ability to plan, direct, supervise, coordinate, organize, and inspect public works and engineering plans, programs and activities is required. The ability to prepare comprehensive technical reports, estimates, construction and cost records is necessary. Excellent public relations and networking skills are required. The ability to prepare, develop and present long range Public Works Programs to the City Commission, civic organizations and private groups. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

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

### **Minimum Education and Experience**

A Bachelor's degree in Engineering, Architecture or a related field is required.

Eight (8) years progressively responsible experience in public works is necessary.

Must be registered in the State of Florida as a Professional Engineer or Architect within one year of appointment.

Valid Florida Driver's License