

MAJOR FUNCTION

This is very responsible administrative, supervisory and technical work assisting the Manager-Public Works Operations Division in directing and supporting the drainage maintenance, street construction, right-of-way maintenance and landscape and tree maintenance activities of the Operations Division of the Public Works Department. Work includes responsibility for planning, organizing, supervising, and reviewing, through supervisory personnel, the work of technical, skilled, semi-skilled, and unskilled employees engaged in maintenance and construction of streets, street right-of-ways, streetscapes, and open and underground stormwater and other drainage facilities. Considerable important intra-agency and inter-agency coordination and consultation with management personnel are involved. The work is performed with considerable independent judgment working within divisional policies and procedures under the general direction of the Manager–Public Works Operations Division who reviews the work through conferences, field inspections, and evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists the Manager–Public Works Operations Division in performing his/her duties and responsibilities. Supervises the personnel and work within the Technical Operations unit. Confers with and advises supervisors and subordinates on administrative procedures. Makes decisions regarding Technical Operations unit work methods and approaches in order to accomplish the work most efficiently, and provides general supervision of work through supervisory personnel. Assists in the formulation and promulgation of division work performance and safety standards, policies and procedures. Assists in preparation of annual budget estimates; participates with subordinate supervisors in the recruitment, selection, placement, and promotion of Technical Operations unit personnel; organizes and executes training and safety programs; assists supervisory staff with personnel problems; recommends appropriate disciplinary action and prepares evaluation reports and recommends merit increases. Investigates and acts upon requests and complaints received from the public. Prepares City Commission agenda items. Monitors and renews annual price agreements. Reviews, inspects and accepts the work completed by subordinates and private contractors. Assists in the selection and fee negotiation process for engineering and architectural consultants and administration of resulting contracts. Prepares construction cost estimates and cost analyses. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the computer database systems. Considerable knowledge of environmental permitting and compliance requirements. Considerable knowledge of building systems and management practices. Considerable knowledge of GIS and GPS systems. Considerable knowledge of safety hazards, precautions and regulations pertaining to work operations. Ability to plan and assign work projects to appropriate supervisory personnel, and to coordinate a wide variety of continuing projects. Ability to train and supervise subordinate personnel. Ability to understand and follow oral and written instructions, and to work from diagrams and drawings. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing. Ability to prepare reports and maintain records. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, environmental engineering, architecture, agriculture, horticulture, or management information systems and five years of professional technical or administrative experience in the design, construction or maintenance of streets, roads, rights-of-ways, or drainage systems; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Must possess a Professional Engineering License at the time of appointment. Incumbent must attain a registration as a licensed professional engineer in the State of Florida within one year from date of employment.

Established: 01-01-11

Revised: 10-01-15