CITY OF POMPANO BEACH **JOB CODE 625**
CLASS DESCRIPTION

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

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are 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.
- Ability to establish and maintain effective working relationships.
- 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. A strong understanding of ethical behavior is required.
- 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 or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Engineering or closely related field. 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.

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 and an acceptable driving record.

Rev. 10/22
Bargaining Unit: Non-Bargaining
FLSA: Exempt
Classification: 40/50
Location: Public Works Department
GERS: Regular Class