



Class Code: Managerial  
Grade: 64  
FLSA: E  
WC Code: 8810  
EEO Code: 1  
EEO Job Category: O & A

## **CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION**

**JOB TITLE: DEPUTY PUBLIC WORKS DIRECTOR**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to assist in directing the operations of the City's Public Works Department, including, Building Maintenance, Facilities Maintenance, Streets and Roads, Grounds Maintenance, Stormwater Projects, Stormwater Maintenance, and Fleet Division, under the general direction of the Public Works Director. Employees in this classification perform autonomous, professional, and complex administrative functions. Position is responsible for leading and overseeing all aspects of the Department.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Serves as the Department Director in the absence of the Public Works Director.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance evaluations; reviews candidate applications and conducts all aspects of the Department hiring process.

Assists in directing operations and activities of the Public Works Department, including the Administration/Special Projects, Building Maintenance, Facilities Management, Fleet Maintenance, Streets and Roads, Stormwater projects, and Stormwater Maintenance divisions; coordinates organizes and monitors division activities; supervises division leaders; organizes, prioritizes, and assigns work; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Provides information, assistance and technical expertise to contractors, developers, and property owners; responds to questions, concerns or complaints and initiates problem resolution; discusses problem areas with property owners, property managers, contractors, or other departments; provides technical assistance and consultation to other City departments.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; executes city ordinances and enforces building codes; initiates any actions necessary to correct deviations or violations.

Consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Public Works Director, City Manager, City Commissioners, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Coordinates department activities with those of other departments, contractors, outside agencies, or others as needed.

Assists in preparing and administering departmental budget; monitors division budgets; assists in authorizing and monitoring expenditures and overtime, determining manpower needs, and seeking funding sources.

Manages department operations; assists in developing/implementing long/short term goals, plans and objectives; designs, implements and evaluates new programs; assists in establishing/implementing policies and procedures; assists in setting department performance standards and monitoring performance of each division; assists in setting/monitoring department service levels; resolves internal problems with division heads.

Develops, updates, and implements departmental policies and procedures; drafts ordinances as needed.

Coordinates and manages special projects/assignments as needed.

Meets with citizen groups, community organizations, and interested entities concerning city projects as needed.

Compiles or monitors various administrative/statistical data pertaining to department operations; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.

Prepares or completes various forms, reports, correspondence, computations, budget documents, performance appraisals, or other documents.

Receives various forms, reports, correspondence, computations, budget documents, invoices, requests for payment, technical codes, ordinances, regulations, specifications, standards, policies,

procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Operates a variety of equipment and tools associated with inspection activities, which may include a motor vehicle, radio communications equipment, projector, blueprint copier, drafting instruments, or general office equipment.

Communicates with city officials, employees, other departments, government agencies, engineers, architects, developers, contractors, property owners, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice or direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provides resources for administrative/technical training to staff members through seminars, including project management, planning and control systems for construction management, or other topics.

This position is on call 24 hours a day, 7 days a week and is expected to respond to the worksite after hours and on weekends when necessary.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or filing documentation.

Provides assistance to other employees or departments as needed.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Civil Engineering, Construction Management, Architecture, Public Administration, or closely related field; **AND**
- Seven (7) years of progressively responsible experience in administration and management of a municipal Public Works Department, or closely related functions; **AND**
- State of Florida Driver's License.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

## **PREFERRED QUALIFICATIONS**

- Master's Degree in Civil Engineering, Construction Management, Architecture, Public Administration, or closely related field.

## **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert light physical effort to perform sedentary to light work, which may involve some combination of lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time in a stationary position.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Intelligence: The ability to apply common sense understanding to perform tasks.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.