



Class Code: Managerial  
Grade: 63  
FLSA: E  
WC Code: 8810  
EEO Code: 1  
EEO Job Category: O & A

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

**JOB TITLE: ASSISTANT PUBLIC WORKS DIRECTOR**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to assist in the operations of the Public Works Department, under the general direction of the Public Works Director. Employees in this classification perform complex, administrative work. Position is responsible for assisting the Department Director and Deputy Director in managing all functions of the Public Works Department.. Work is performed with considerable independence, but is subject to the direction and review of the Director.

### **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 Acting Director in the absence of the Deputy Public Works Director and Public Works Director.

Assists in planning, coordinating and directing overall organization of the varied field operations of the Department.

Assists in planning and directing maintenance, repair and construction projects, as well as, other special projects.

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

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.

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.

Oversees the general department administrative duties and vehicle maintenance; manages all administrative functions, inventory, and personnel.

Attends staff, Commission, workshop, Home Owner Association and other meetings as required, to provide information and/or facilitate requests for resources.

Initiates the culture of providing exceptional customer service to promote and maintain a positive image and a constructive team-working environment; fosters pride and professionalism in the work place and the community.

Keeps certifications updated and enrolls employees in continuing education classes.

Complete special assignments by preparing detailed reports and analysis; identifying and recommending process improvements and/or alternatives.

Reviews, revises and prepares documentation for procurement and annual purchases of commodities and contractual services and manages expenditure control, department purchasing approval and related contracts.

Reviews and approves timesheets, check requests, invoices for payments, petty cash vouchers and reconciliation forms, payroll distribution, time cards, credit cards and reimbursement checks.

Assists in collective bargaining and labor relations.

Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing and/or presentations.

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.

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.

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.

Assists in reviewing candidate applications and helps conducts all aspects of the department hiring process.

Provides input, reviews, and approves probationary and annual employee evaluations.

Complies with all department and City policies, protocols and procedures.

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 all other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited College or University in Civil Engineering, Construction Management, Architecture, Public Administration or other related field is required; **AND**
- Five (5) years of progressively responsible experience in administration and management supervision of a municipal Public Works Department, or other closely related function is preferred; **AND**
- Valid 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.